

Hillsborough County Aviation Authority

JANITORIAL SERVICES

AT

TAMPA INTERNATIONAL AIRPORT

COMPANY: FLAGSHIP AIRPORT SERVICES, INC.

Term Date: October 1, 2020 through September 30, 2025

Board Date: June 4, 2020

Prepared by: Procurement Department  
Hillsborough County Aviation Authority  
P.O. Box 22287  
Tampa, FL 33622

## TABLE OF CONTENTS

### ARTICLE

ARTICLE 1	CONTRACT
ARTICLE 2	SCOPE OF WORK
ARTICLE 3	TERM
ARTICLE 4	FEES AND PAYMENTS
ARTICLE 5	TAXES
ARTICLE 6	OWNERSHIP OF DOCUMENTS
ARTICLE 7	QUALITY ASSURANCE
ARTICLE 8	NON-EXCLUSIVE
ARTICLE 9	DEFAULT AND TERMINATION
ARTICLE 10	CANCELLATION
ARTICLE 11	INDEMNIFICATION
ARTICLE 12	ACCOUNTING RECORDS AND AUDIT REQUIREMENTS
ARTICLE 13	INSURANCE
ARTICLE 14	NON-DISCRIMINATION
ARTICLE 15	WOMAN AND MINORITY-OWNED BUSINESS ENTERPRISE
ARTICLE 16	AUTHORITY APPROVALS
ARTICLE 17	DATA SECURITY
ARTICLE 18	SECURITY FOR PERFORMANCE
ARTICLE 19	LIQUIDATED DAMAGES
ARTICLE 20	DAMAGING ACTIVITIES
ARTICLE 21	DISPUTE RESOLUTION
ARTICLE 22	NON-EXCLUSIVE RIGHTS
ARTICLE 23	WAIVER OF CLAIMS
ARTICLE 24	COMPLIANCE WITH LAWS, REGULATIONS, ORDINANCES, RULES
ARTICLE 25	COMPLIANCE WITH PUBLIC RECORDS LAW
ARTICLE 26	CONTRACT MADE IN FLORIDA
ARTICLE 27	NOTICES AND COMMUNICATIONS
ARTICLE 28	RIGHT TO DEVELOP AIRPORT
ARTICLE 29	RIGHT OF FLIGHT
ARTICLE 30	SUBORDINATION OF AGREEMENT
ARTICLE 31	SUBORDINATION TO TRUST AGREEMENT
ARTICLE 32	ASSIGNMENT AND SUBCONTRACTING/SUBLEASING
ARTICLE 33	SECURITY BADGING
ARTICLE 34	VENUE
ARTICLE 35	RELATIONSHIP OF THE PARTIES
ARTICLE 36	RIGHT TO AMEND
ARTICLE 37	TIME IS OF THE ESSENCE
ARTICLE 38	COMPANY TENANCY
ARTICLE 39	AMERICANS WITH DISABILITIES ACT
ARTICLE 40	FEDERAL RIGHT TO RECLAIM
ARTICLE 41	PROPERTY RIGHTS RESERVED
ARTICLE 42	FAA APPROVAL

ARTICLE 43 AGENT FOR SERVICE OF PROCESS  
ARTICLE 44 INVALIDITY OF CLAUSES  
ARTICLE 45 SEVERABILITY  
ARTICLE 46 HEADINGS  
ARTICLE 47 COMPLETE CONTRACT  
ARTICLE 48 MISCELLANEOUS  
ARTICLE 49 ORGANIZATION AND AUTHORITY TO ENTER INTO CONTRACT  
ARTICLE 50 ORDER OF PRECEDENCE  
ARTICLE 51 PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED  
COMPANIES  
ARTICLE 52 CONTRACT CHANGES

EXHIBIT A SCOPE OF WORK  
EXHIBIT B CLEANING STANDARDS FOR AIRPORT TERMINAL FACILITIES  
EXHIBIT C CLEANING STANDARDS FOR AIRPORT NON-TERMINAL  
FACILITIES  
EXHIBIT D STANDARD PROCEDURES FOR ROUTINE CLEANING  
EXHIBIT E PROCEDURES FOR PROJECT WORK  
EXHIBIT F PUBLIC ART CLEANING REQUIREMENTS  
EXHIBIT G SUPPLY SPECIFICATIONS  
EXHIBIT H COMPANY'S CLEANING PLAN  
EXHIBIT I COMPANY'S CLEANING SCHEDULE  
EXHIBIT J CLEANABLE SQUARE FOOTAGE AND AIRPORT TERMINAL  
FACILITIES DRAWINGS  
EXHIBIT K W/MBE MONTHLY UTILIZATION REPORT  
EXHIBIT L PAY APPLICATION FORM  
EXHIBIT M CUSTOMS AND BORDER PROTECTION STANDARD OPERATING  
PROCEDURES

HILLSBOROUGH COUNTY AVIATION AUTHORITY  
Contract for Janitorial Services at Tampa International Airport

This Contract for Janitorial Services at Tampa International Airport (hereinafter referred to as Contract) is made and entered into this 7th day of May, 2020 between the Hillsborough County Aviation Authority, a public body corporate under the laws of the State of Florida whose post office address is Post Office Box 22287, Tampa, Florida 33622 (hereinafter referred to as Authority), and Flagship Airport Services, Inc., a California corporation, authorized to do business in the State of Florida, (hereinafter referred to as Company), (collectively hereinafter referred to as the Parties).

For and in consideration of the mutual covenants hereof, the Parties do hereby agree as follows:

ARTICLE 1  
CONTRACT

1.01 Definitions

The following terms will have the meanings as set forth below:

- A. **Administrative Offices Building:** The two-level building between the Main Terminal and the Marriott Hotel housing many of the Airport's management offices on the second floor.
- B. **Airport:** Tampa International Airport.
- C. **Airport Terminal Facilities:** Buildings to be serviced by this Contract, which include the Main Terminal; Airside Terminals A, C, E and F; Baggage Sort Buildings A and F; Short Term, Long Term and Economy Parking Garages; Rental Car Center, SkyConnect Stations and Administrative Offices Building.
- D. **Airside Terminals:** The four buildings designated as A, C, E and F supporting passenger airline operations and connected to the Main Terminal via shuttle cars.
- E. **Assigned Area:** Storage areas, office space and Personnel lunch break rooms within the Airport Terminal Facilities, assigned to Company as determined by Authority.
- F. **Automated People Mover (APM) Stations:** The areas that are adjacent to the Main Terminal, Economy Parking Garage and the Rental Car Center to support the boarding and exiting of the public from the APM shuttle trains servicing those areas.
- G. **Baggage Sort Facilities:** The two buildings located next to Airside Terminals A and F (Baggage Sort Buildings A and F) and the baggage sort areas located in Airside



Terminals C and E that are within the baggage screening system providing baggage sortation via conveyers from the Main Terminal to the four Airside Terminals.

- H. **CEO:** Authority Chief Executive Officer.
- I. **Cityworks:** The electronic system used by Authority to issue and track work requests.
- J. **Cleanable Square Footage:** Areas within the Airport Terminal Facilities that are assigned by Authority for cleaning by Company as detailed in Exhibit J, Cleanable Square Footage and Airport Terminal Facilities Drawings.
- K. **Cleaning Agents:** Includes all chemical materials such as liquids, powders, sprays, pastes or granules.
- L. **Cleaning Plan:** An annual listing of all Routine Cleaning and Project Cleaning that includes, at a minimum, specific tasks, frequencies, Cleanable Square Footage and associated costs, staffing, shift breakout, Cleaning Agents, materials, equipment and supplies required to achieve complete Airport Terminal Facilities and Non-Terminal Facilities cleaning.
- M. **Cleaning Schedule:** A detailed monthly schedule to accomplish all tasks identified in the Cleaning Plan.
- N. **Concessions:** Those spaces that are leased to a company that provides food and beverage, retail, advertising, duty free products and/or passenger services.
- O. **Contract Documents:** The following documents are a part of this Contract and are hereby incorporated by reference: the terms and conditions as contained in this Contract; ITN No. 20-534-003, Janitorial Services at Tampa International Airport, dated November 22, 2019, and all its addenda; and Company's Response to ITN No. 20-534-003, Janitorial Services at Tampa International Airport, and any subsequent information submitted by Company during the evaluation process.
- P. **Contract Manager:** The Authority's representative responsible to coordinate and oversee this Contract.
- Q. **Corporate Representative:** The individual located at the Company's corporate headquarters and responsible for monitoring this Contract and coordinating support for this Contract at the corporate level to ensure compliance with the terms and conditions of this Contract.
- R. **Customs and Border Protection (CBP) Federal Inspection Services (FIS):** The international customs inspection areas operated by the Federal government.

- S. **Director of Maintenance:** Authority's senior-level executive responsible for all matters regarding Airport maintenance.
- T. **Economy Parking Garage:** The five-level structure located south of the Main Terminal and east of the U.S. Post Office providing public parking at economy rates.
- U. **Extra Work:** Cleaning tasks not included in Routine Cleaning or Project Cleaning which are found by the Authority to be necessary to provide the Services within the Scope of Work.
- V. **FAA:** The U.S. Department of Transportation Federal Aviation Administration or any successor thereto.
- W. **Facilities:** Include Airport Terminal Facilities and Non-Terminal Facilities.
- X. **Garbage:** Food and waste which is sometimes disposed with trash but may be composted.
- Y. **Janitorial Services (Services):** The Services to be performed by Company at the Airport as further described in Exhibit A, Scope of Work.
- Z. **Long Term Parking Garage:** The eight levels of the structure located south of the Main Terminal which is connected to the Main Terminal via monorail and pedestrian walkways.
- AA. **Main Terminal:** The nine-level central passenger terminal building at the Airport that contains: Level 1-baggage claim; Level 2-airline ticket counters; Level 3-transfer to Airside Terminals; Levels 4 through 9 - six (6) short term parking levels; and Levels 1 through 8 – eight (8) long term parking levels.
- BB. **Monorail Cars and Maintenance Shop Offices:** The six monorail cars and maintenance shop offices located on the fifth level of the Long Term Parking Garage.
- CC. **Non-Cleanable Square Footage:** The areas of the Airport Terminal Facilities not serviced under this Contract, which include non-public Concessions space, vehicle parking spaces, and airline shop areas.
- DD. **Non-Public Areas:** Areas to be serviced under this Contract that require badge, cypher or key code access, to include but not be limited to, offices and support spaces.

- EE. **Non-Terminal Facilities:** All buildings serviced by this Contract, including the Airport Support Facility, Cell Phone Waiting Lot, Central Warehouse, Federal Inspection Service at Air Cargo, Federal Inspection Service at General Aviation, Police Canine Facility and Ground Transportation Facility.
- FF. **Pay Application:** Documentation submitted on a monthly basis by the Company for payment of services as further described in Section 4.01, Pay Application, below.
- GG. **Personnel:** Individuals who are directly employed or contracted by Company to perform the Services at the Airport.
- HH. **Project Cleaning:** Deep cleaning tasks that are described in Exhibit E, Procedures for Project Work, and which would interfere with the day-to-day operations of the Airport if attempted during regular business hours.
- II. **Public Area:** Common areas to be serviced under this Contract that do not require badge, cypher or key code access.
- JJ. **Receptacle:** Any vessel used to “receive” Trash, Garbage, or Recyclables.
- KK. **Recyclables:** Paper, cardboard, glass, plastic or metal products that may be collected and remanufactured into new products saving natural resources.
- LL. **Routine Cleaning:** Tasks that are described in Exhibit D, Standard Procedures for Routine Cleaning, and which are performed on a regular basis to maintain an acceptable appearance of the Airport Terminal Facilities and Non-Terminal Facilities.
- MM. **Service Area (SA):** The facility requiring Services to be performed by Company.
- NN. **Short Term Parking Garage:** The six-levels above the Main Terminal that are utilized for public parking.
- OO. **Shuttle Cars:** The sixteen Shuttle Cars providing transportation between the Main Terminal and Airside Terminals A, C, E and F.
- PP. **Site Manager:** The individual designated by the Company to exclusively manage and oversee all Services required by this Contract.
- QQ. **Subcontractor:** A company hired by the Company to perform portions of the Services required in the Scope of Work which may also be a Woman or Minority-Owned Business Enterprise (W/MBE). The Company is responsible for and must manage all

work performed by Subcontractors to ensure all work is executed and completed as specified in this Contract.

RR. **Task Frequency:** How often a task is performed.

SS. **Total Passengers:** Includes enplaned and deplaned passenger.

TT. **Trash:** Litter and other disposable items other than recyclable materials or chemical waste.

UU. **TSA:** The U.S. Department of Homeland Security Transportation Security Administration or any successor thereto.

VV. **Waste:** Any product that no longer serves its intended purpose, such as food waste or chemical waste. These items should be disposed of in a responsible manner consistent with this Contract.

WW. **Work Control:** The group within the Maintenance Department that is responsible for the timely reporting, coordination and tracking of Facilities deficiencies, repair, preventative maintenance, and work requests.

XX. **Work Order:** A special request for cleaning that is included in Routine Cleaning or Project Cleaning but not previously scheduled and is issued via Cityworks. There will be no additional payment for Routing Cleaning Work Orders. Payments for Project Cleaning Work Orders will be in accordance with Authority approved unit pricing.

## 1.02 Exhibits

The following Exhibits are attached hereto and are hereby incorporated and made a part of this Contract. Based on the needs of Authority, the Exhibits may be modified from time to time by letter to Company without formal amendment to this Contract.

- A. Exhibit A, Scope of Work
- B. Exhibit B, Cleaning Standards for Airport Terminal Facilities
- C. Exhibit C, Cleaning Standards for Airport Non-Terminal Facilities
- D. Exhibit D, Standard Procedures for Routine Cleaning
- E. Exhibit E, Procedures for Project Work
- F. Exhibit F, Public Art Cleaning Requirements
- G. Exhibit G, Supply Specifications
- H. Exhibit H, Company's Cleaning Plan
- I. Exhibit I, Company's Cleaning Schedule
- J. Exhibit J, Cleanable Square Footage and Airport Terminal Facilities Drawings

- K. Exhibit K, W/MBE Monthly Utilization Report
- L. Exhibit L, Pay Application Form
- M. Exhibit M, Customs and Border Protection Standard Operating Procedures

ARTICLE 2  
SCOPE OF WORK

Company agrees to provide the Services as set forth in Exhibit A, Scope of Work. Services will be performed only at the direction of the Director of Maintenance or designee.

Authority may require deletions or additions to Exhibit A, Scope of Work, including short-term requirements for the performance of Extra Work. All such changes will be done by written Work Order, in a form acceptable to Authority and signed by the Director of Maintenance or designee. Upon receipt of an Authority approved written Work Order, Company will perform the work or Extra Work.

ARTICLE 3  
TERM

3.01 Effective Date

This Contract will become effective upon execution by Company and approval and execution by Authority. This Contract may be executed in one or more counterparts, each of which will be deemed an original and all of which will be taken together and deemed to be one instrument.

3.02 Term

The Term of this Contract commences on October 1, 2020 and will continue through September 30, 2025 unless terminated earlier as provided herein.

3.03 Renewal Option

This Contract may be renewed at the same terms and conditions hereunder for three, discrete one-year periods at the discretion of the CEO. Such renewal will be effective by issuance of a written letter to Company by CEO. If all such renewals are exercised, this Contract will have a final termination date of September 30, 2028.

3.04 Commencement of Fees and Charges

All fees and charges hereunder will commence on October 1, 2020 and will continue for the Term of this Contract.

3.05 Commencement of Operations

Company will begin providing Services for the initial term of the Contract on October 1, 2020 at 12:00 a.m. and will continue through September 30, 2025 at 12:00 midnight. Additionally, Services will continue to be provided by Company, should the renewal options be exercised, through September 30th at 12:00 midnight for each year the Contract is renewed with a final termination date of September 30, 2028, at 12:00 midnight.

### 3.06 Early Termination

Authority may terminate this Contract, without cause, by giving sixty (60) days written notice to Company. In that event, Company will proceed to complete any part of the work, as directed Authority, and will settle all its claims and obligations under this Contract, as directed by Authority.

### 3.07 Extension

In the event of a delay in awarding a subsequent contract, Authority reserves the right at its sole discretion to extend this Contract at the same terms and conditions on a month-to-month basis for a maximum of twelve (12) months until a subsequent contract is awarded and commences or this Contract is otherwise terminated. Authority's CEO is authorized to enter into such extension. Such extension will be effective by issuance of a written letter to Company by CEO.

### 3.08 Rights and Obligations upon Expiration or Termination

A. Company shall, upon termination or expiration of this Contract, with or without cause:

1. Surrender the Assigned Area to Authority in good order and condition, reasonable use and wear thereof and damage by casualty, which damage Company, its Personnel and its Subcontractors did not cause and is not required to repair or restore, excepted.
2. Provide to Authority any and all keys to doors or any area of controlled access within the Airport Terminal Facilities and Non-Terminal Facilities.
3. Remove all furniture, fixtures, and equipment installed by Company and other personal property and leave the Assigned Area in broom clean condition.
4. Immediately repair any damage caused by removal of its furniture, fixtures and equipment at Company's expense and to the satisfaction of Authority. If Company fails to remove such furniture, fixtures, equipment or property within ten (10) days from the date of termination of this Contract, Company shall be deemed to have abandoned same and Authority shall have the right, at its option, and in its sole discretion, to take title to said furniture, fixtures, equipment and/or personal property and sell, contract, salvage, or dispose of the same in any manner permitted by law. Company shall have no right, interest or claim in or to any

proceeds of the sale or other disposition of such items. Any expense Authority incurs in disposing of such items shall be immediately reimbursed by Company.

B. Authority shall be entitled to:

1. Exercise the non-judicial remedy of locking Company out of the Assigned Area as a means of enforcing Authority's right of possession.
2. De-activating Company's security badges or credentials.

### 3.09 End of Term Transition

During the final year of this Contract, Authority plans to award and transition to a new contract for janitorial services that may include rights to the Assigned Area or portions thereof. If Company is not selected for the new contract, Company will cooperate fully with Authority and Company's successor to ensure an effective and efficient transition of the Assigned Area and janitorial services to the successor. As part of the transition, Company will remove all of its Cleaning Agents, materials, supplies and equipment, excluding a two week supply of Cleaning Agents, materials and supplies that will remain in the Assigned Area for the successor. The cost of the Cleaning Agents, materials and supplies will be based on the monthly supply rate per passenger in effect at the time and will be paid to Company for the pro-rated number of days and passenger counts required. Company acknowledges its responsibility to continuously perform the Services and maintain the highest level of cleaning and customer service during the transition to the successor.

## ARTICLE 4 FEES AND PAYMENTS

### 4.01 Pay Application

- A. For the performance of this Contract and in accordance with Exhibit A, Scope of Work, Authority will pay Company as specified herein, upon Pay Application, for work completed and accepted by Authority during the designated payment period and in accordance with Section 4.03, Payment Method, below. Costs will be allocated on the Pay Application based on Cost Center Account codes provided by Authority. The Pay Application will be submitted no later than seven days after the end of each month with all required documentation. Non-acceptable work will be remedied by Company at no cost to Authority. A sample Pay Application Form is attached hereto as Exhibit L, Pay Application Form, and may be modified from time to time. Acceptability and payment for the work will be determined solely by Authority.
- B. No Services can be performed without a Purchase Order in place.

- C. No amount will be payable by Authority for any portion of a Facility covered under this Contract that is taken out of service by Authority for a period exceeding 30 days. In such an event, Company and Authority will adjust the Cleanable Square Footage to reflect the change.
- D. New locations, Extra Work and changes in work may be added or deleted only by Authority approved Work Order. Any Extra Work, changes in work, or new locations shall be serviced at rates listed in the tables below. Company will enter the following applicable rates in the Pay Application to calculate the monthly payment.

1. Routine Public Cleaning Rate

Charges will be paid based on the fixed rate per Cleanable Square Footage as listed below.

Contract Year	Routine Public Cleaning Fixed Rate
1	\$0.4000
2	\$0.4100
3	\$0.4203
4	\$0.4308
5	\$0.4415
Renewal Option	
Years	
1	\$0.4526
2	\$0.4639
3	\$0.4755

2. Routine Non-Public Cleaning Rate

Charges will be paid based on the fixed rate per Cleanable Square Footage as listed below.

Contract Year	Routine Non-Public Cleaning Fixed Rate
1	\$0.0700
2	\$0.0718
3	\$0.0735
4	\$0.0754
5	\$0.0773
Renewal Option	
Years	



1	\$0.0792
2	\$0.0812
3	\$0.0832

3. Project Cleaning Rate

Charges will be paid based on the fixed rate per Cleanable Square Footage as listed below.

Contract Year	Project Cleaning Fixed Rate
1	\$0.1300
2	\$0.1333
3	\$0.1366
4	\$0.1400
5	\$0.1435
Renewal Option	
Years	
1	\$0.1471
2	\$0.1508
3	\$0.1545

4. Extra Work Rate

Extra Work hours will be paid on a fixed hourly labor rate as listed below. Company and Authority will negotiate the number of hours required for accomplishment of the requested Extra Work, and any additional supplies and/or equipment. If the terms are acceptable to Company and Authority, Authority will issue an Extra Work Order to be signed by the Site Manager or designee and Authority's Director of Maintenance or designee. Completed Extra Work Orders with associated actual cost receipts will be included in the monthly Pay Application.

Contract Year	Extra Work Fixed Hourly Labor Rate
1	\$17.90
2	\$18.35
3	\$18.80
4	\$19.27
5	\$19.75
Renewal Option	
Years	

1	\$20.25
2	\$20.75
3	\$21.25

5. Supplies Rate

Charges will be based on a fix rate multiplied by the estimated monthly Total Passengers per the four Airside Terminals. The fixed rates are listed in the table below. Payment for Supplies will be reconciled quarterly to correct for actual Total Passenger counts from reports available retroactively.

Contract Year	Supplies Fixed Rate
1	\$0.0500
2	\$0.0513
3	\$0.0525
4	\$0.0538
5	\$0.0552
Renewal Option Years	
1	\$0.0566
2	\$0.0580
3	\$0.0594

E. Adjustments to the Cleaning Schedule, to include an increase or decrease in frequencies and/or the addition or deletion of tasks will be paid based on a mutually agreed upon negotiated fee. Such fee will be included as either a line item credit or additional line item cost in the monthly pay application. This adjustment will not affect the square foot pricing listed in Section D above or the square footages for each location as listed in Exhibit J, Cleanable Square Footage and Airport Terminal Facilities Drawings. If the terms of the negotiated adjustment are acceptable to Company and Authority, Authority will issue a Work Order to be signed by the Site Manager or designee and Authority’s Director of Maintenance or designee.

4.02 Assessed Fees

Authority will conduct inspections as outlined in Exhibit A, Scope of Work, Section 1.01(A)(5) and notify Company of discrepancies. In the event of unsatisfactory performance, Authority reserves the right to deduct assessed fees, in accordance with the table below, from the monthly Pay Application and require Company to provide a written corrective action plan documenting how Company will prevent future discrepancies. In

the event repeated incidents of unsatisfactory performance occur after corrective action plan has been submitted, Authority reserves the right to deduct affected square footage from the current month's Pay Application due to non-performance.

Company agrees that such assessed fees are in lieu of damages, are uncertain and difficult to determine, and are not a penalty. Such assessed fees are not in lieu of any consequential damages suffered by Authority resulting from the assessed fee cause.

<b>Assessed Fee</b>	<b>Caused by:</b>	<b>Assessed Fee Amount</b>
Damage Repair	Damage to property within Airport and Non-Airport Terminal Facilities by Personnel	Documented repair or replacement cost
Insufficient Cleaning Agent Labeling	Work not performed correctly as determined by Authority requiring correction and re-inspection	\$100 per occurrence
Re-Inspection	Work not performed correctly as determined by Authority requiring correction and re-inspection	\$500 per re-inspection
Unreturned Security Badge	Personnel's security badge not returned to Authority within one week of the individual's separation from employment	\$50 per badge
Work Order Task Incompletion	Tasks not completed within the scheduled timeframe listed on a Work Order	\$100 per occurrence

#### 4.03 Payment Method

Company will receive electronic payments via Automated Clearing House (ACH) – VIP Supplier, ACH – Standard, ePayables, or Authority Purchasing Card (PCard). Information regarding the electronic payment methods and processes including net terms is available on Authority website at [www.TampaAirport.com](http://www.TampaAirport.com) > Learn about TPA > Airport Business > Procurement > More Information – Electronic Payment Methods. Authority reserves the right to modify the electronic payment methods and processes at any time. Company may change its selected electronic payment method during the Term of this Contract in coordination with Accounts Payable.

#### 4.04 Place of Payment

Payments, reports and statements required by this Contract shall be delivered to:

Hillsborough County Aviation Authority

Attn: Director of Maintenance  
Post Office Box 22287  
Tampa, FL 33622

The designated place of payment and filing may be changed at any time by Authority upon 10 days' written notice.

4.05 Parking

Company Personnel will be provided parking at the Airport employee parking lot for the performance of Services under this Contract at the discretion of Authority and at no cost to the Company.

4.06 Payment When Services Are Terminated at the Convenience of Authority

In the event of termination of this Contract for the convenience of Authority, Authority will compensate Company as listed below; however, in no event shall Company be entitled to any damages or remedies for wrongful termination.

A. All Services performed prior to the effective date of termination; and

B. Expenses incurred by Company in effecting the termination of this Contract as approved in advance by Authority.

4.07 Prompt Payment

Company must pay any of its Subcontractor(s) who have submitted verified invoices for Services already performed within ten (10) calendar days of being paid by Authority. Any exception to this prompt payment provision will only be for good cause with prior written approval of Authority. Failure of Company to pay any of its Subcontractor(s) accordingly will be a material breach of this Contract.

ARTICLE 5

TAXES

All taxes of any kind and character payable on account of the work done and Services furnished under this Contract will be paid by Company. The laws of the State of Florida provide that sales tax and use taxes are payable by Company upon the tangible personal property incorporated in the work and such taxes will be paid by Company. Authority is exempt from all State and federal sales, use and transportation taxes.

ARTICLE 6

OWNERSHIP OF DOCUMENTS

All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form or characteristics made by Company or its employees incidental to, or in the course of, Services to the Authority for the Tampa International Airport will be and remain the property of Authority.

ARTICLE 7  
QUALITY ASSURANCE

Company will be solely responsible for the quality of all Services furnished by Company, its employees and/or its Subcontractors under this Contract. All Services furnished by Company, its employees and/or its Subcontractors must be performed in accordance with best management practices and best professional judgment, in a timely manner, and must be fit and suitable for the purposes intended by Authority. Company's Services and deliverables must conform with all applicable federal and State laws, regulations and ordinances.

ARTICLE 8  
NON-EXCLUSIVE

Company acknowledges that Authority has, or may hire, others to furnish Services similar to or the same as that which is within Company's Scope of Work under this Contract. Company further acknowledges that this Contract is not a guarantee of the assignment of any work and that the assignment of work to others is solely within Authority discretion.

ARTICLE 9  
DEFAULT AND TERMINATION

9.01 Events of Default

Company will be deemed to be in default of this Contract upon the occurrence of any of the following:

- A. The failure or omission by Company to perform its obligations under this Contract or the breach of any terms, conditions and covenants required herein.
- B. The conduct of any business or performance of any acts at the Airport not specifically authorized in this Contract, failure to perform any of the provisions of this Contract, or by any other agreement between Authority and Company, and Company's failure to discontinue that business or those acts within ten (10) days of receipt by Company of Authority written notice to cease said business or acts.

- C. The divestiture of Company's estate herein by operation of law, by dissolution, or by liquidation, not including a merger or sale of assets.
- D. The appointment of a Trustee, custodian, or receiver of all or a substantial portion of Company's assets; or the insolvency of Company; or if Company will take the benefit of any present or future insolvency statute, will make a general assignment for the benefit of creditors, or will seek a reorganization or the readjustment of its indebtedness under any law or statute of the United States or of any state thereof including the filing by Company of a voluntary petition of bankruptcy or the institution of proceedings against Company for the adjudication of Company as bankrupt pursuant thereto.
- E. Company's violation of Florida Statute Section 287.133 concerning criminal activity on contracts with public entities.

#### 9.02 Authority Remedies

In the event of any of the foregoing events of default enumerated in this Article, and following ten (10) days' notice by Authority and Company's failure to cure, Authority, at its election, may exercise any one or more of the following options or remedies, the exercise of any of which will not be deemed to preclude the exercise of any other remedy herein listed or otherwise provided by statute or general law; or

- A. Terminate Company's rights under this Contract and, in accordance with law, Company will remain liable for all payments or other sums due under this Contract and for all damages suffered by Authority because of Company's breach of any of the covenants of this Contract; or
- B. Treat this Contract as remaining in existence, curing Company's default by performing or paying the obligation which Company has breached. In such event all sums paid or expenses incurred by Authority directly or indirectly in curing Company's default will become immediately due and payable as well as interest thereon, from the date such fees or charges became due to the date of payment, at twelve percent (12%) per annum or to the maximum extent permitted by law; or
- C. Declare this Contract to be terminated, ended, null and void.

No waiver by Authority at any time of any of the terms, conditions, covenants, or agreements of this Contract, or noncompliance therewith, will be deemed or taken as a waiver at any time thereafter of the same or any other term, condition, covenant, or agreement herein contained, nor of the strict and prompt performance thereof by Company. No notice by Authority will be required to restore or revive time is of the essence hereof after waiver by Authority or default in one or more instances. No option, right, power, remedy, or privilege of Authority will be construed as being exhausted or

discharged by the exercise thereof in one or more instances. It is agreed that each and all of the rights, powers, options, or remedies given to Authority by this Contract are cumulative and that the exercise of one right, power, option, or remedy by Authority will not impair its rights to any other right, power, option, or remedy available under this Contract or provided by law. No act or thing done by Authority or Authority agents or employees during the term will be deemed an acceptance of the surrender of this Contract, and no acceptance of surrender will be valid unless in writing.

9.03 Continuing Responsibilities of Company

Notwithstanding the occurrence of any event of default, Company will remain liable to Authority for all payments payable hereunder and for all preceding breaches of any covenant of this Contract. Furthermore, unless Authority elects to cancel this Contract, Company will remain liable for and promptly pay any and all payments accruing hereunder until termination of this Contract.

9.04 Company's Remedies

Upon thirty (30) days' written notice to Authority, Company may terminate this Contract and all of its obligations hereunder, if Company is not in default of any term, provision, or covenant of this Contract or in the payment of any fees or charges to Authority, and only upon or after the occurrence of any of the following events: the inability of Company to use Airport for a period of longer than ninety (90) consecutive days due to war, terrorism, or the issuance of any order, rule or regulation by a competent governmental authority or court having jurisdiction over Authority, preventing Company from operating its business for a period of ninety (90) consecutive days; provided, however, that such inability or such order, rule or regulation is not due to any fault or negligence of Company.

In the event it is determined by a court of competent jurisdiction that Authority has wrongfully terminated this Contract, then such termination shall automatically be deemed a termination for convenience under Article 4.06.

ARTICLE 10  
CANCELLATION

This Contract may be cancelled by Authority upon sixty (60) days notice to Company.

ARTICLE 11  
INDEMNIFICATION

- A. To the maximum extent permitted by Florida law, in addition to Company's obligation to provide pay for and maintain insurance as set forth elsewhere in this Contract, Company will indemnify and hold harmless the Authority, its members, officers,

agents, employees, and volunteers from any and all liabilities, suits, claims, procedures, liens, expenses, losses, costs, royalties, fines and damages (including but not limited to claims for attorney's fees and court costs) caused in whole or in part by the:

1. Presence on, use or occupancy of Authority property;
2. Acts, omissions, negligence (including professional negligence and malpractice), errors, recklessness, intentional wrongful conduct, activities, or operations;
3. Any breach of the terms of this Contract;
4. Performance, non-performance or purported performance of this Contract;
5. Violation of any law, regulation, rule, Advisory Circular or ordinance;
6. Infringement of any patent, copyright, trademark, trade dress or trade secret rights; and/or
7. Contamination of the soil, groundwater, surface water, storm water, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection Agency or other regulatory agency to be an environmental contaminant

by the Company or the Company's officers, employees, agents, volunteers, Subcontractors, invitees, or any other person directly or indirectly employed or utilized by the Company, regardless of whether the liability, suit, claim, lien, expense, loss, cost, fine or damages is caused in part by an indemnified party. This indemnity obligation expressly applies, and shall be construed to include any and all claim(s) caused in part by negligence, acts or omissions of the Authority, its members, officers, agents, employees, and volunteers.

- B. In addition to the duty to indemnify and hold harmless, Company will have the separate and independent duty to defend Authority, its members, officers, agents, employees, and volunteers from all suits, claims or actions of any nature seeking damages, equitable or injunctive relief expenses, losses, costs, royalties, fines or attorney's fees or any other relief in the event the suit, claim, or action of any nature arises in whole or in part from the:

1. Presence on, use or occupancy of Authority property;
2. Acts, omissions, negligence (including professional negligence and malpractice), errors, recklessness, intentional wrongful conduct, activities, or operations;
3. Any breach of the terms of this Contract;
4. Performance, non-performance or purported performance of this Contract;
5. Violation of any law, regulation, rule, order, decree, Advisory Circular or ordinance;
6. Infringement of any patent, copyright, trademark, trade dress or trade secret rights; and/or



7. Contamination of the soil, groundwater, surface water, storm water, air or the environment by fuel, gas, chemicals or any other substance deemed by the Environmental Protection agency or other regulatory agency to be an environmental contaminant

By the Company or the Company's officers, employees, agents, volunteers, Subcontractors, invitees, or any other person directly or indirectly employed or utilized by the Company regardless of whether it is caused in part by the Authority, its members, officers, agents, employees, or volunteers or any other indemnified party. This duty to defend exists immediately upon presentation of written notice of a suit, claim or action of any nature to the Company by a party entitled to a defense hereunder. This defense obligation expressly applies, and shall be construed to include any and all claim(s) caused in part by negligence, acts or omissions of the Authority, its members, officers, agents, employees, and volunteers.

- C. If the above indemnity or defense provisions or any part of the above indemnity or defense provisions are limited by Fla. Stat. § 725.06(2)-(3) or Fla. Stat. § 725.08, then with respect to the part so limited, Company agrees to the following: To the maximum extent permitted by Florida law, Company will indemnify and hold harmless the Authority, its members, officers, agents, employees, and volunteers from any and all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fee, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of Company and persons employed or utilized by the Company in the performance of this Contract.
- D. If the above indemnity or defense provisions or any part of the above indemnity or defense provisions are limited by Florida Statute § 725.06 (1) or any other applicable law, then with respect to the part so limited the monetary limitation on the extent of the indemnification shall be the greater of the (i) monetary value of this Contract, (ii) coverage amount of Commercial General Liability Insurance required under this Contract or (iii) \$1,000,000.00. Otherwise, the obligations of this Article will not be limited by the amount of any insurance required to be obtained or maintained under this Contract.
- E. In addition to the requirements stated above, to the extent required by FDOT Public Transportation Grant Agreement and to the fullest extent permitted by law, the Company shall indemnify and hold harmless the State of Florida, FDOT, including the FDOT's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the Company and persons employed or utilized by the Company in the performance of this Contract. This indemnification in this paragraph shall survive the termination of this Contract.

Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida's and FDOT's sovereign immunity.

- F. Company's obligations to defend and indemnify as described in this Article will survive the expiration or earlier termination of this Contract until it is determined by final judgment that any suit, claim or other action against Authority, its members, officers, agents, employees, and volunteers its fully and finally barred by the applicable statute of limitations or repose.
- G. Nothing in this Article will be construed as a waiver of any immunity from or limitation of liability Authority, or its members, officers, agents, employees, and volunteers may have under the doctrine of sovereign immunity under common law or statute.
- H. Authority and its members, officers, agents, employees, and volunteers reserve the right, at their option, to participate in the defense of any suit, without relieving Company of any of its obligations under this Article.
- I. If the above Article A - H or any part of this Article A - H is deemed to conflict in any way with any law, the Article or part of the Article will be considered modified by such law to remedy the conflict.

## ARTICLE 12

### ACCOUNTING RECORDS AND AUDIT REQUIREMENTS

#### 12.01 Books and Records

In connection with payments to Company under this Contract, it is agreed Company will maintain full and accurate books of account and records customarily used in this type of business operation, in conformity with Generally Accepted Accounting Principles (GAAP). Company will maintain such books and records for five years after the end of the Term of this Contract. Records include, but are not limited to, operational records related to the Services provided, support for invoices submitted to Authority, detailed time keeping system records, and other books, documents, papers, and records of Company directly pertinent to this Contract. Company will not destroy any records related to this Contract without the express written permission of Authority.

#### 12.02 Financial Reports

Company will submit all financial reports related to the Services performed under this Contract required by Authority, in the form and within the reasonable time period required by Authority.

#### 12.03 Authority Right to Perform Audits, Inspections, or Attestation Engagements

At any time or times during the Term of this Contract or within three (3) years after the end of this Contract, Authority, or its duly authorized representative, will be permitted to initiate and perform audits, inspections or attestation engagements over Company's records for the purpose of determining payment eligibility under this Contract or over selected operations performed by Company under this Contract for the purpose of determining compliance with this Contract.

Free and unrestricted access will be granted to all of Company's records directly pertinent to this Contract or any Work Order, as well as records of parent, affiliate and subsidiary companies and any subconsultants or Subcontractors. If the records are kept at locations other than the Airport, Company will arrange for said records to be brought to a location convenient to Authority auditors to conduct the engagement as set forth in this Article. Or, Company may transport Authority team to location of records for purposes of undertaking said engagement. In such event, Company will pay reasonable costs of transportation, food and lodging for Authority team. In the event Company maintains its accounting or Contract information in electronic format, upon request by Authority auditors, Company will provide a download or extract of data files in a computer readable format acceptable to Authority at no additional cost. Authority has the right during the engagement to interview Company's employees, subconsultants, and subcontractors, and to make photocopies of records as needed.

Company agrees to deliver or provide access to all records requested by Authority auditors within fourteen (14) calendar days of the request at the initiation of the engagement and to deliver or provide access to all other records requested during the engagement within seven (7) calendar days of each request. The Parties recognize that Authority will incur additional costs if records requested by Authority auditors are not provided in a timely manner and that the amount of those costs is difficult to determine with certainty. Consequently, the Parties agree Authority may assess liquidated damages in the amount of one hundred dollars (\$100.00) per day, for each requested record not received. Accrual of such damages will continue until specific performance is accomplished.

If, as a result of any engagement, it is determined that Company has overcharged Authority, Company will re-pay Authority for the overcharge and Authority may assess interest of up to twelve percent (12%) on the overcharge from the date the overcharge occurred. If it is determined that Company has overcharged Authority by more than three percent of the reimbursable amount, excluding any lump sum amount, contained in this Contract, Company will also pay for the entire cost of the engagement.

Company will include a provision providing Authority the same access to business records at the subconsultant and Subcontractor level in all of its sub consultant and Subcontractor agreements executed related to this Contract.

12.04 The Company agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

ARTICLE 13  
INSURANCE

13.01 Insurance

Company must maintain the following limits and coverages uninterrupted or amended through the Term of this Contract. In the event the Company becomes in default of the following requirements, Authority reserves the right to take whatever actions deemed necessary to protect its interests. Required liability policies other than Workers' Compensation/Employer's Liability and Professional Liability, will provide that Authority, members of Authority's governing body, and Authority officers, volunteers and employees are included as additional insured.

13.02 Required Coverage – Minimum Limits

A. Airport Premises Liability Insurance

The minimum limits of insurance (inclusive of any amounts provided by an umbrella or excess policy) covering the Services performed pursuant to this Contract will be the amounts specified herein. Coverage will be provided for liability resulting out of, or in connection with, ongoing operations performed by, or on behalf of, Company under this Contract or the use or occupancy of Authority premises by, or on behalf of, Company in connection with this Contract. Coverage shall be provided on a form no more restrictive than ISO Form CG 00 01. Additional insured coverage shall be provided on a form no more restrictive than ISO Form CG 20 10 10 01 and CG 20 37 10 01.

	Contract Specific
Each Occurrence	\$5,000,000
Personal and Advertising Injury Each Occurrence	\$1,000,000
Products and Completed Operations Aggregate	\$5,000,000

B. Workers' Compensation and Employer's Liability Insurance

The minimum limits insurance (inclusive of any amount provided by an umbrella or excess policy) are:

Part One:	"Florida Statutory"
Part Two:	
Each Accident	\$1,000,000

Disease – Policy Limit	\$1,000,000
Disease – Each Employee	\$1,000,000

C. Business Automobile Liability Insurance

Coverage will be provided for all owned, hired and non-owned vehicles. Coverage shall be provided on a form no more restrictive than ISO Form CA 00 01.

The minimum limits of insurance (inclusive of any amounts provided by an umbrella or excess policy) covering the work performed pursuant to this Contract will be:

Each Occurrence – Bodily Injury and Property Damage combined	\$1,000,000
---	-------------

D. Waiver of Subrogation

Company, for itself and on behalf of its insurers, to the full extent permitted by law without voiding the insurance required by this Contract, waives all rights against Authority, members of Authority’s governing body and Authority officers, volunteers and employees, for damages or loss to the extent covered and paid for by any insurance maintained by Company.

13.03 Conditions of Acceptance

The insurance maintained by Company must conform at all times with Authority Standard Procedure S250.06, Contractual Insurance Terms and Conditions, which may be amended from time to time and can be downloaded from Authority website [www.TampaAirport.com](http://www.TampaAirport.com) > Learn about TPA > Airport Business > Procurement > Additional Supplier Resources.

ARTICLE 14  
NON-DISCRIMINATION

During the performance of this Contract, Company, for itself, its assignees and successors in interest, agrees as follows:

14.01 Company will comply with the regulations relative to non-discrimination in federally assisted programs of the Department of Transportation (DOT) Title 49, Code of Federal Regulations, Part 21, as amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this Contract.

14.02 Civil Rights. Company, with regard to the work performed by it under this Contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. Company will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when this Contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. During the performance of this

Contract, Company, for itself, its assignees, and successors in interest agrees to comply with the following non-discrimination statutes and authorities, including but not limited to:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- B. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- C. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- D. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- E. The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- F. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- G. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- H. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
- I. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- J. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

- K. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, Company must take reasonable steps to ensure that LEP persons have meaningful access to Company's programs (70 Fed. Reg. at 74087 to 74100); and
  - L. Title IX of the Education Amendments of 1972, as amended, which prohibits Company from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).
- 14.03 In all solicitations either by competitive bidding or negotiation made by Company for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier must be notified by Company of Company's obligations under this Contract and the Regulations relative to non-discrimination on the grounds of race, color or national origin.
- 14.04 Company will provide all information and reports required by the Regulations or directives issued pursuant thereto and must permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Authority or the FAA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of Company is in the exclusive possession of another who fails or refuses to furnish this information, Company will so certify to Authority or the FAA, as appropriate, and will set forth what efforts it has made to obtain the information.
- 14.05 In the event of Company's non-compliance with the non-discrimination provisions of this Contract, Authority will impose such contractual sanctions as it or the FAA may determine to be appropriate, including, but not limited to, withholding of payments to Company under this Contract until Company complies and/or cancellation, termination or suspension of this Contract, in whole or in part.
- 14.06 Company will include the provisions of Paragraphs 14.01 through 14.05 in every subcontract and subconsultant contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. Company will take such action with respect to any subcontract or procurement as Authority or the FAA may direct as a means of enforcing such provisions, including sanctions for non-compliance. Provided, however, that in the event Company becomes involved in or is threatened with litigation with a subcontractor or supplier as a result of such direction, Company may request Authority to enter into such litigation to protect the interests of Authority and, in addition, Company may request the United States to enter into such litigation to protect the interests of the United States.

14.07 Company assures that, in the performance of its obligations under this Contract, it will fully comply with the requirements of 14 CFR Part 152, Subpart E (Non-Discrimination in Airport Aid Program), as amended from time to time, to the extent applicable to Company, to ensure, among other things, that no person will be excluded from participating in any activities covered by such requirements on the grounds of race, creed, color, national origin, or sex. Company, if required by such requirements, will provide assurances to Authority that Company will undertake an affirmative action program and will require the same of its sub consultants.

ARTICLE 15  
WOMAN AND MINORITY-OWNED BUSINESS ENTERPRISE

15.01 Authority Policy

Authority is committed to the participation of Woman and Minority-Owned Business Enterprises (W/MBEs) in non-concession, non-federally funded contracting opportunities in accordance with Authority W/MBE Policy and Program. Company will take all necessary and reasonable steps in accordance therewith to ensure that W/MBEs are encouraged to compete for and perform subcontracts under this Contract.

15.02 Non-Discrimination

- A. Company and any Subcontractor of Company will not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Company will carry out applicable requirements of Authority W/MBE Policy and Program in the award and administration of this Contract. Failure by Company to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as Authority deems appropriate.
- B. Company agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any agreement, management contract, or subcontract, purchase or lease agreement.
- C. Company agrees to include the statements in paragraphs (A) and (B) above in any subsequent agreement or contract that it enters and cause those businesses to similarly include the statements in further agreements or contracts.

15.03 W/MBE Participation

- A. W/MBE Expectancy: Company agrees that it will subcontract with W/MBE firms, certified as a woman-owned or minority-owned business by the City of Tampa, Hillsborough County, the State of Florida Department of Management Services, Office of Supplier Diversity, or as a Disadvantaged Business Enterprise (DBE) under the Florida



Unified Certification Program (FLUCP), in an amount equal to at least 20% of the total dollar amount of this Contract or clearly demonstrate in a manner acceptable to Authority its good faith efforts to do so. Company will contract with those W/MBEs as stated in the W/MBE Assurance and Participation form and Letter of Intent for each W/MBE presented with Company's Response, which is incorporated by reference into this Contract.

- B. W/MBE Termination and Substitution: Company is prohibited from terminating or altering or changing the scope of work of a W/MBE subcontractor except upon written approval of Authority in accordance with Authority procedures relating to W/MBE terminations contained in the W/MBE Policy and Program. Failure to comply with the procedure relating to W/MBE terminations or changes during this Contract will be a material violation of this Contract and will invoke the sanctions for non-compliance specified in this Contract and the W/MBE Policy and Program.
- C. Monitoring: Authority will monitor the ongoing good faith efforts of Company in meeting the requirements of this Article. Authority will have access to the necessary records to examine such information as may be appropriate for the purpose of investigating and determining compliance with this Article, including, but not limited to, records, records of expenditures, contracts between Company and the W/MBE participant, and other records pertaining to W/MBE participation, which Company will maintain for a minimum of three years following the end of this Contract. Opportunities for W/MBE participation will be reviewed prior to the exercise of any renewal, extension or material amendment of this Contract to consider whether an adjustment in the W/MBE requirement is warranted. Without limiting the requirements of this Contract, Authority reserves the right to review and approve all subleases or subcontracts utilized by Company for the achievement of these goals.
- D. Prompt Payment: Company agrees to pay each Subcontractor under this Contract for satisfactory performance of its contract no later than ten (10) calendar days from the receipt of each payment, Company receives from Authority. Company agrees further to release retainage payments to each Subcontractor within ten (10) calendar days after the Subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of Authority. This clause applies to both W/MBE and non-W/MBE subcontractors.
- E. Sanctions for Non-Compliance: In the event Company's non-compliance with Authority W/MBE Policy and Program, failure to meet the prescribed W/MBE goal set forth in this Contract, failure to comply with the procedure relating to W/MBE terminations or changes during this Contract, or failure to establish a good faith effort to do so, Authority

will impose such sanctions as Authority may determine to be appropriate including but not limited to:

1. Withholding of payments to Company under this Contract until Company complies; and/or
2. Cancellation, termination or suspension of this Contract in whole or in part; and/or
3. Debarment or suspension of Company from eligibility to contract with Authority in the future or to solicitation packages.

ARTICLE 16  
AUTHORITY APPROVALS

Except as otherwise specifically indicated elsewhere in this Contract, wherever in this Contract approvals are required to be given or received by Authority, it is understood that the CEO, or designee, is hereby empowered to act on behalf of Authority.

ARTICLE 17  
DATA SECURITY

Company will establish and maintain safeguards against the destruction, loss or alteration of Authority data or third party data that Company may gain access to or be in possession of in providing the Services of this Contract. Company will not attempt to access, and will not allow Personnel access to, Authority data or third party data that is not required for the performance of the Services of this Contract by such Personnel.

Company and its employees, vendors, Subcontractors, and subconsultants will adhere to and abide by the security measures and procedures established by Authority and any terms of service agreed to by Authority with regards to data security. In the event Company or Company's Subcontractor (if any) discovers or is notified of a breach or potential breach of security relating to Authority data or third party data, Company will promptly:

- A. Notify Authority of such breach or potential breach; and
- B. If the applicable Authority data or third party data was in the possession of Company at the time of such breach or potential breach, Company will investigate and cure the breach or potential breach.

ARTICLE 18  
SECURITY FOR PERFORMANCE

18.01 Form of Security Deposit

Company will, at least 30 days prior to the Commencement of Operations as referenced in Section 3.05 above, post with Authority a \$2,000,000 payment guaranty and \$2,000,000 performance guaranty each in the form of a surety bond or irrevocable letter of credit in favor of Authority (hereinafter referred to as Security Deposit) for the full performance of every provision of this Contract by Company.

The Security Deposit will be maintained for the Term of this Contract and any holdover or extension period. The Security Deposit will be issued by a bank or surety provider acceptable to Authority and authorized to do business in the State of Florida and will be in a form and content satisfactory to Authority. If the Security Deposit expires it will be renewed at the same amount. Company will provide Authority with the renewal or replacement Security Deposit no later than 60 days prior to the date of expiration.

Failure to maintain the Security Deposit as set forth herein will be an event of Default hereunder.

18.02 Application of Security Deposit

In the event Company fails to perform the payment terms and/or terms and conditions of this Contract, Authority, in addition to any other rights and remedies available by law or in equity, may, at any time, apply the appropriate Security Deposit or any part thereof toward the payment of Company's obligations under this Contract to its Subcontractors and/or suppliers or towards performing the Services with another company. In such event, within five days after notice, Company will restore the affected Security Deposit to its original amount. Authority will not be required to pay Company any interest on the Security Deposit.

18.03 Release of Security Deposit

The release of the Security Deposit will be subject to the satisfactory performance by Company of all terms, conditions and covenants contained herein throughout the entire Term. Upon termination of this Contract, the release of the Security Deposit will not occur until it is confirmed that all payments due by Company to its Subcontractors and/or Suppliers are satisfied and Authority has accepted the findings of Company's audit or has successfully conducted an audit in accordance with the provisions of Article 12 of this Contract. In the event of a dispute as to the condition of the Assigned Area, only the amount in dispute will be retained for remedy. Authority will release the Security Deposit without interest within 30 days of meeting the above requirements.

ARTICLE 19  
LIQUIDATED DAMAGES

19.01 Liquidated Damages for Failure to Commence Operations

If any portion of the Services required by this Contract are not commenced by 12:01 a.m., October 1, 2020, the Security Deposit, in an amount to be determined by Authority, will be forfeited to Authority as liquidated damages, and Authority may terminate this Contract without further notice to Company or liability on the part of Authority. The forfeiture of the applicable Security Deposit is not a penalty but a liquidation of a reasonable portion of damages that will be incurred by Authority by failure of Company to commence and continue operations. The Parties agree that the assessment of actual damages is uncertain. If liquidated damages are assessed against Company, that assessment is in lieu of remedies for delay and is in addition to all other remedies available to Authority under this Contract. Upon imposition of liquidated damages under this Article, Authority may deduct the liquidated damage amounts from any payment due to Company within ten (10) days of the date the liquidated damages were imposed.

19.02 Waiver of Liquidated Damages

Authority may waive liquidated damage charges if it determines that the failure of Services was unavoidable, as solely determined by Authority. Any such determination will be final and conclusive. If Company believes that the occurrence of a particular event may cause a delay in the commencement of Services, it is Company's responsibility to immediately notify Authority of the event. Regardless of whether Company gives such notice, Authority is not obligated to waive the imposition of liquidated damages.

ARTICLE 20  
DAMAGING ACTIVITIES

No goods or materials will be kept, stored, or used in or on the Assigned Area that are flammable, explosive, hazardous (as defined below) or that may be offensive or cause harm to the general public or cause damage to the Assigned Area. Nothing will be done on the Assigned Area other than as provided in this Contract that will increase the rate of or suspend the insurance on the Assigned Area or on any structure of the Authority. No machinery or apparatus will be used or operated on the Assigned Area that will damage the Assigned Area or adjacent areas; provided, however, that nothing in this Article will preclude Company from bringing or using on or about the Assigned Area, with approval by Authority, such materials, supplies, equipment, and machinery as are appropriate or customary in the operation of Company's business under this Contract.

The term "Hazardous" will mean:

1. Any substance the presence of which requires or may later require notification, investigation or remediation under any environmental law; or
2. Any substance that is or becomes defined as a “hazardous waste”, “hazardous material”, “hazardous substance”, “pollutant” or “contaminant” under any federal, state, or local environmental law, including, without limitation, the Comprehensive Environmental Response, Compensation and Liability Act (42 U.S.C. §9601 et seq.), the Resources Conservation and Recovery Act (42 U.S.C. §6901 et seq.) and the associated regulations; or
3. Any substance that is toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic or otherwise harmful and is or becomes regulated by any governmental authority, agency, department, commission, board, agency or instrumentality of the United States, any state of the United States, or any political subdivision within any state; or
4. Any substance that contains gasoline, diesel fuel or other petroleum hydrocarbons or volatile organic compounds; or
5. Any substance that contains polychlorinated biphenyls, asbestos or urea formaldehyde foam insulation; or
6. Any substance that contains or emits radioactive particles, waves or materials, including, without limitation, radon gas.

ARTICLE 21  
DISPUTE RESOLUTION

21.01 Claims and Disputes

- A. A claim is a written demand or assertion by one of the Parties seeking, as a matter of right, an adjustment or interpretation of this Contract, payment of money, extension of time or other relief with respect to the terms of this Contract. The term claim also includes other matters in question between Authority and Company arising out of or relating to this Contract. The responsibility to substantiate claims will rest with the party making the claim.
- B. If for any reason Company deems that additional cost or Contract time is due to Company for work not clearly provided for in this Contract, or previously authorized changes in the work, Company will notify Authority in writing of its intention to claim such additional cost or Contract time. Company will give Authority the opportunity to keep strict account

of actual cost and/or time associated with the claim. The failure to give proper notice as required herein will constitute a waiver of said claim.

- C. Written notice of intention to claim must be made within ten (10) days after Company first recognizes the condition giving rise to the claim or before the work begins on which Company bases the claim, whichever is earlier.
- D. When the work on which the claim for additional cost or Contract time is based has been completed, Company will, within ten (10) days, submit Company's written claim to Authority. Such claim by Company, and the fact that Authority has kept strict account of the actual cost and/or time associated with the claim, will not in any way be construed as proving or substantiating the validity of the claim.
- E. Pending final resolution of a claim, unless otherwise agreed in writing, Company will proceed diligently with performance of this Contract and maintain effective progress to complete the work within this Contract time(s) set forth in this Contract.
- F. The making of final payment for this Contract may constitute a waiver of all claims by Authority except those arising from:
  - 1. Claims, security interests or encumbrances arising out of this Contract and unsettled;
  - 2. Failure of the work to comply with the requirements of this Contract;
  - 3. Terms of special warranties required by this Contract;
  - 4. Latent defects.

#### 21.02 Resolution of Claims and Disputes

- A. The following shall occur as a condition precedent to Authority review of a claim unless waived in writing by Authority.

First Meeting: Within five (5) days after a claim is submitted in writing, the Company's representatives who have authority to resolve the dispute shall meet with Authority representatives who have authority to resolve the dispute in a good faith attempt to resolve the dispute. If a party intends to be accompanied at a meeting by legal counsel, the other party shall be given at least three (3) working days' notice of such and also may be accompanied by legal counsel. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of rules of evidence.

Second Meeting: If the First Meeting fails to resolve the dispute or if the Parties fail to meet, a senior executive for Company and for Authority, neither of which have day to day Contract responsibilities, shall meet, within ten (10) days after a dispute occurs, in an attempt to resolve the dispute and any other identified disputes or any unresolved issues that may lead to dispute. Authority may invite other parties as necessary to this meeting. If a party intends to be accompanied at a meeting by legal counsel, the other party shall be given at least three (3) working days' notice of such and also may be accompanied by legal counsel. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of rules of evidence.

Following the First Meeting and the Second Meeting, Authority will review the Company's claims and may (1) request additional information from Company which will be immediately provided to Authority, or (2) render a decision on all or part of the claim in writing within twenty-one (21) days following the receipt of such claim or receipt of additional information requested.

If Authority decides that the work related to such claim should proceed regardless of Authority disposition of such claim, Authority will issue to Company a written directive to proceed. Company will proceed as instructed.

- B. Prior to the initiation of any litigation to resolve disputes between the Parties, the Parties will make a good faith effort to resolve any such disputes by negotiation between representatives with decision-making power. Following negotiations, as a condition precedent to litigation, the Parties will mediate any dispute with a mediator selected by Authority. Such mediation shall occur in Hillsborough County, Florida.
- C. Any action initiated by either party associated with a claim or dispute will be brought in the Circuit Court in and for Hillsborough County, Florida.

## ARTICLE 22 NON-EXCLUSIVE RIGHTS

This Contract will not be construed to grant or authorize the granting of an exclusive right within the meaning of 49 USC 40103(e) or 49 USC 47107(a), as may be amended from time to time, and related regulations.

## ARTICLE 23 WAIVER OF CLAIMS

Company hereby waives any claim against the City of Tampa, Hillsborough County, State of Florida and Authority, and its officers, Board Members, agents, or employees, for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this Contract or any part thereof, or by any judgment or award in any suit or proceeding declaring this Contract null, void, or voidable, or delaying the same, or any part hereof, from being carried out.

ARTICLE 24  
COMPLIANCE WITH LAWS, REGULATIONS, ORDINANCES, RULES

Company, its officers, employees, agents, Subcontractors, or those under its control, will at all times comply with applicable federal, state, and local laws and regulations, Authority Rules and Regulations, Policies, Standard Procedures, and Operating Directives as are now or may hereinafter be prescribed by Authority, all applicable health rules and regulations and other mandates whether existing or as promulgated from time to time by the federal, state, or local government, or Authority including, but not limited to, permitted and restricted activities, security matters, parking, ingress and egress, environmental and storm water regulations and any other operational matters related to the operation of Airport. Company, its officers, employees, agents, subcontractors, and those under its control, will comply with safety, operational, or security measures required of Company or Authority by the Federal Government including but not limited to FAA or TSA. If Company, its officers, employees, agents, subcontractors or those under its control will fail or refuse to comply with said measures and such non-compliance results in a monetary penalty being assessed against Authority, then, in addition to any other remedies available to Authority, Company will be responsible and will reimburse Authority in the full amount of any such monetary penalty or other damages. This amount must be paid by Company within fifteen (15) days from the date of written notice.

ARTICLE 25  
COMPLIANCE WITH PUBLIC RECORDS LAW

**IF COMPANY HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE COMPANY'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 870-8721, [ADMCENTRALRECORDS@TAMPAAIRPORT.COM](mailto:ADMCENTRALRECORDS@TAMPAAIRPORT.COM), HILLSBOROUGH COUNTY AVIATION AUTHORITY, P.O.BOX 22287, TAMPA FL 33622.**

Company agrees in accordance with Florida Statute Section 119.0701 to comply with public records laws including the following:

- A. Keep and maintain public records required by Authority in order to perform the Services contemplated by this Contract.



- B. Upon request from Authority custodian of public records, provide Authority with a copy of the requested records or allow the records to be inspected or copied with a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Fla. Stat. or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Contract Term and following completion of this Contract.
- D. Upon completion of this Contract, keep and maintain public records required by Authority to perform the Services. Company shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Authority in a format that is compatible with the information technology systems of Authority.

ARTICLE 26  
CONTRACT MADE IN FLORIDA

This Contract has been made in and shall be construed in accordance with the laws of the State of Florida. All duties, obligations and liabilities of Authority and Company related to this Contract are expressly set forth herein and this Contract can only be amended in writing and agreed to by both Parties.

ARTICLE 27  
NOTICES AND COMMUNICATIONS

All notices or communications whether to Authority or to Company pursuant hereto will be deemed validly given, served, or delivered, upon receipt by the Party by hand delivery, or three (3) days after depositing such notice or communication in a postal receptacle, or one (1) day after depositing such notice or communication with a reputable overnight courier service, and addressed as follows:

**TO AUTHORITY:**  
(MAIL DELIVERY)  
HILLSBOROUGH COUNTY AVIATION AUTHORITY  
TAMPA INTERNATIONAL AIRPORT  
P.O. Box 22287  
TAMPA, FLORIDA 33622-2287  
ATTN: CHIEF EXECUTIVE OFFICER

**TO COMPANY:**  
(MAIL DELIVERY)  
FLAGSHIP AIRPORT SERVICES, INC.  
1050 N 5TH STREET, SUITE 50  
SAN JOSE, CA 95112  
ATTN: JIM MIKACICH

**OR**

(HAND DELIVERY)  
HILLSBOROUGH COUNTY AVIATION AUTHORITY  
TAMPA INTERNATIONAL AIRPORT  
4160 GEORGE J. BEAN PARKWAY  
SUITE 2400, ADMINISTRATIVE OFFICES BUILDING  
2<sup>ND</sup> LEVEL, RED SIDE  
TAMPA, FLORIDA 33607-1470  
ATTN: CHIEF EXECUTIVE OFFICER

(HAND DELIVERY)  
FLAGSHIP AIRPORT SERVICES, INC.  
1050 N 5TH STREET, SUITE 50  
SAN JOSE, CA 95112  
ATTN: JIM MIKACICH

or to such other address as either Party may designate in writing by notice to the other Party delivered in accordance with the provisions of this Article.

If notice is sent through a mail system, a verifiable tracking documentation such as a certified return receipt or overnight mail tracking receipt is required.

ARTICLE 28  
RIGHT TO DEVELOP AIRPORT

It is covenanted and agreed that Authority reserves the right to further develop or improve the Airport and all landing areas and taxiways as it may see fit, regardless of the desires or views of Company or its subcontractors and without interference or hindrance.

ARTICLE 29  
RIGHT OF FLIGHT

Authority reserves, for the use and benefit of the public, a right of flight for the passage of aircraft in the airspace above the surface of the real property owned by Authority with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used, for navigation of or flight in the said airspace, and for use of said airspace for landing on, taking off from or operating on Airport.

Company expressly agrees for itself, its successors and assigns, to restrict the height of structures, objects of natural growth and other obstructions to such a height so as to comply with Federal Aviation Regulations, Part 77 and Authority Height Zoning Regulations. Company further expressly agrees for itself, its successors and assigns, to prevent any interference with or adversely affect the operation or maintenance of Airport, or otherwise constitute an Airport hazard.

ARTICLE 30  
SUBORDINATION OF AGREEMENT

It is mutually understood and agreed that this Contract will be subordinate to the provisions of any existing or future agreement between Authority and the United States of America, its Boards, Agencies, Commissions, and others, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport, and this Contract will be subordinate to the license or permit of entry which may be granted by the Secretary of Defense.

ARTICLE 31  
SUBORDINATION TO TRUST AGREEMENT

This Contract and all rights of Company hereunder are expressly subject and subordinate to the terms, covenants, conditions and provisions of any Trust Agreements or other debt instruments executed by Authority to secure bonds issued by, or other obligations of, Authority. The obligations of Company hereunder may be pledged, transferred, hypothecated, or assigned at any time by Authority to secure such obligations. Conflicts between the terms of this Contract and the provisions, covenants and requirements of the debt instruments mentioned above will be resolved in favor of the provisions, covenants and requirements of such debt instruments.

ARTICLE 32  
ASSIGNMENT AND SUBCONTRACTING / SUBLEASING

Company will not assign, subcontract, sublease, or license this Contract without the prior written consent of Authority. Such consent may be withheld at the sole discretion of Authority. If assignment, subcontract, sublease, or license is approved, Company will be solely responsible for ensuring that its assignee, subcontractor, sublessee, or licensee perform pursuant to and in compliance with the terms of this Contract. Subject to the terms and conditions set forth in this Article, and only after it has received Authority's written approval and consent, Company will be permitted to subcontract with respect to all or any portions of the work and Assigned Area.

In no event will any approved assignment, subcontract, sublease, or license diminish Authority rights to enforce any and all provisions of this Contract.

Before any assignment, subcontract, sublease, or license becomes effective, the assignee, subcontractor, sublessee, or licensee will assume and agree by written instruments to be bound by the terms and conditions of this Contract during the remainder of the Term. When seeking consent to an assignment hereunder, Company will submit a fully executed original of the document or instrument of assignment to Authority.

ARTICLE 33

## SECURITY BADGING

Any employee of Company or any employee of its Subcontractors or agents requiring unescorted access to the Security Identification Display Area (SIDA) to perform work under this Contract will be badged with an Airport identification badge (Badge) provided by Authority ID Badging Department and will be subject to an FBI fingerprint-based criminal history records check (CHRC) and an annual Security Threat Assessment (STA). A Badge will not be issued to an individual until the results of the CHRC and the STA are completed and indicate that the applicant has not been convicted of a disqualifying criminal offense. If the CHRC or STA discloses a disqualifying criminal offense, the individual's badge application will be rejected. The costs of the CHRC and the annual STA will be paid by Company. These costs are subject to change without notice, and Company will be responsible for paying any increase in the costs. All badged employees of Company and its Subcontractors or agents will comply with Authority regulations regarding the use and display of Badges.

For each Badge that is lost, stolen, unaccounted for, or not returned to Authority at the time of Badge expiration, employee termination, termination of this Contract, or upon written request by Authority, Company will be assessed a liquidated damage fee, not as a penalty but as liquidation of a reasonable portion of damages that will be incurred by Authority by failure of Company to notify Authority of each Badge that is lost, stolen, unaccounted for, or not returned to Authority. This liquidated damage fee will be paid by Company within ten (10) days from the date of invoice. The liquidated damage fee is subject to change without notice, and Company will be responsible for paying any increase in the liquidated damage fee. It is mutually agreed between the Parties that the assessment of the liquidated damage fee is reasonable. The Parties agree that the liquidated damages described in this paragraph are solely for the administrative burden of failure to return the Badge.

If any employee of Company is terminated or leaves Company's employment, Authority must be notified immediately, and the Badge must be returned to Authority promptly.

## ARTICLE 34

### VENUE

Venue for any action brought pursuant to this Contract will be the Circuit Court in Hillsborough County, Florida.

## ARTICLE 35

### RELATIONSHIP OF THE PARTIES

Company is and will be deemed to be an independent contractor and operator responsible to all parties for its respective acts or omissions, and Authority will in no way be responsible therefore.

ARTICLE 36  
RIGHT TO AMEND

In the event that the United States Government, including but not limited to the FAA and TSA, or its successors, Florida Department of Transportation, or its successors, or any other governmental agency requires modifications or changes in this Contract as a condition precedent to the granting of funds for the improvement of the Airport, Company agrees to consent to such amendments, modifications, revisions, supplements, or deletions of any of the terms, conditions, or requirements of this Contract as may be reasonably required to obtain such funds; provided, however, that in no event will Company be required, pursuant to this paragraph, to agree to an increase in the charges provided for hereunder.

ARTICLE 37  
TIME IS OF THE ESSENCE

Time is of the essence of this Contract.

ARTICLE 38  
COMPANY TENANCY

The undersigned representative of Company hereby warrants and certifies to Authority that Company is an organization in good standing in its state of registration, that it is authorized to do business in the State of Florida, and that the undersigned officer is authorized and empowered to bind the organization to the terms of this Contract by his or her signature thereto.

ARTICLE 39  
AMERICANS WITH DISABILITIES ACT

Company will comply with the applicable requirements of the Americans with Disabilities Act; the Florida Americans with Disabilities Accessibility Implementation Act; Florida Building Code, Florida Accessibility Code for Building Construction; and any similar or successor laws, ordinances, rules, standards, codes, guidelines, and regulations and will cooperate with Authority concerning the same subject matter.

ARTICLE 40  
FEDERAL RIGHT TO RECLAIM

In the event a United States government agency will demand and take over the entire facilities of the Airport or the portion thereof wherein the Assigned Areas are located, for public purposes, for a period in excess of ninety (90) consecutive days, then this Contract will terminate and Authority will be released and fully discharged from any and all liability hereunder. In the event of such termination, nothing herein will be construed as relieving either party from any of its liabilities relating to events or claims of any kind whatsoever prior to such termination.

ARTICLE 41  
PROPERTY RIGHTS RESERVED

This Contract will be subject and subordinate to all the terms and conditions of any instruments and documents under which Authority acquired the land or improvements thereon, of which said Assigned Areas are a part. Company understands and agrees that this Contract will be subordinate to the provisions of any existing or future agreement between Authority and the United States of America, or any of its agencies, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport, and to any terms or conditions imposed upon the Airport by any other governmental entity.

ARTICLE 42  
FAA APPROVAL

This Contract may be subject to approval of the FAA. If the FAA disapproves this Contract, it will become null and void, and both Parties will bear their own expenses relative to this Contract.

ARTICLE 43  
AGENT FOR SERVICE OF PROCESS

It is expressly agreed and understood that if Company is not a resident of the State of Florida, or is an association or partnership without a member or partner resident of said State, or is a foreign corporation, then in any such event Company does designate the Secretary of State, State of Florida, as its agent for the purpose of service of process in any court action between it and Authority arising out of or based upon this Contract, and the service will be made as provided by the laws of the State of Florida, for service upon a non-resident. It is further expressly agreed, covenanted, and stipulated that if for any reason service of such process is not possible, and Company does not have a duly noted resident agent for service of process, as an alternative method of service of process, Company may be personally served with such process out of this State, by the certified return receipt mailing of such complaint and process or other documents to Company at the address set out hereinafter in this Contract or in the event of a foreign address, deliver by Federal Express and that such service will constitute valid service upon Company as of

the date of mailing and Company will have thirty (30) days from date of mailing to respond thereto. It is further expressly understood that Company hereby agrees to the process so served, submits to the jurisdiction of the State or Federal courts located in Hillsborough County, Florida, and waives any and all obligation and protest thereto, any laws to the contrary notwithstanding.

ARTICLE 44  
INVALIDITY OF CLAUSES

The invalidity of any part, portion, sentence, article, paragraph, provision, or clause of this Contract will not have the effect of invalidating any other part, portion, sentence, article, paragraph, provision, or clause of this Contract, and the remainder of this Contract will be valid and enforced to the fullest extent permitted by law.

ARTICLE 45  
SEVERABILITY

If any provision in this Contract is held by a court of competent jurisdiction to be invalid, the validity of the other provisions of this Contract which are severable shall be unaffected.

ARTICLE 46  
HEADINGS

The headings contained herein, including the Table of Contents, are for convenience in reference and are not intended to define or limit the scope of any provisions of this Contract. If for any reason there is a conflict between content and headings, the content will control.

ARTICLE 47  
COMPLETE CONTRACT

This Contract represents the complete understanding between the Parties, and any prior contracts, agreements or representations, whether written or verbal, are hereby superseded. This Contract may subsequently be amended only by written instrument signed by the Parties hereto, unless provided otherwise within the terms and conditions of this Contract.

ARTICLE 48  
MISCELLANEOUS

Wherever used, the singular will include the plural, the plural the singular, and the use of any gender will include both genders.

ARTICLE 49  
ORGANIZATION AND AUTHORITY TO ENTER INTO CONTRACT

The undersigned representative of Company hereby warrants and certifies to Authority that Company is an organization in good standing in its state of registration, that it is authorized to do business in the State of Florida, and that the undersigned officer is authorized and empowered to bind the organization to the terms of this Contract by his or her signature thereto and neither Company, its officers or any holders of more than five percent (5%) of the voting stock of Company have been found in violation of Florida Statute Section 287.133, concerning Criminal Activity on Contracts with Public Entities. If Company is a corporation whose shares are not regularly and publicly traded on a recognized stock exchange, Company represents that the ownership and power to vote the majority of its outstanding capital stock belongs to and is vested in the officer or officers executing this Contract.

ARTICLE 50  
ORDER OF PRECEDENCE

In the event of any conflict(s) among the Contract Documents, Company will present such conflict for resolution to Authority. Any costs resulting from Authority resolution of the conflict shall be borne by Company.

ARTICLE 51  
PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES

This Contract will be terminated in accordance with Florida Statute Section 287.135 if it is found that the Company submitted a false Scrutinized Company Certification as provided in Florida Statute Section 287.135(5) or has been placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria. The termination will be subject to the dollar amount limitations included in the respective Florida Statute.

ARTICLE 52  
CONTRACT CHANGES



A change order or amendment is a written contract modification prepared by Authority and signed by both Parties hereto, stating their agreement upon all of the following, and without invalidating this Contract:

1. a change in the Scope of Work, if any;
2. a change of the Contract amount, fees, hourly rates or other costs, if any;
3. a change of the basis of payment, if any;
4. a change in Contract time, if any; and
5. changes to the terms and conditions of this Contract including, but not limited to, the W/MBE percentage rate, if any.

#### 52.01 Claim for Payment

Any claim for payment for changes in the Scope of Work that is not covered by written change order or amendment or other written instrument signed by the Parties hereto will be rejected by Authority. Company acknowledges and agrees that Company will not be entitled to payment for changes in the Scope of Work unless such revised Scope of Work is specifically authorized in writing by Authority in advance. The terms of this Article may not be waived by Authority unless such waiver is in writing and makes specific reference to this Article.

Changes in the Scope of Work will be performed under applicable provisions of the Contract Documents, and Company will proceed promptly, unless otherwise provided in the change order, amendment or other written instrument.

#### 52.02 Right to Carry Out the Work or Services

If Company defaults or neglects to carry out the Scope of Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from Authority to begin and prosecute correction of such default or neglect with diligence and promptness, Authority may, without prejudice to other remedies Authority may have, correct such deficiencies. In such case an appropriate change order will be issued deducting from payments then or thereafter due Company the cost of correcting such deficiencies, including compensation for another company's or Authority's additional services and expenses made necessary by such default, neglect or failure. If payments then or thereafter due Company are not sufficient to cover such amounts, Company will pay the difference to Authority.

(The remainder of this page was intentionally left blank.)

**IN WITNESS WHEREOF**, the parties hereto have set their hands and corporate seals on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**HILLSBOROUGH COUNTY AVIATION  
AUTHORITY**

ATTEST: \_\_\_\_\_  
Jane Castor, Secretary

BY: \_\_\_\_\_  
Gary W. Harrod, Chairman

Address: PO Box 22287  
Tampa FL

Address: PO Box 22287  
Tampa FL

WITNESS: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**Approved as to form for legal sufficiency:**

BY: \_\_\_\_\_  
David Scott Knight, Assistant General Counsel

**HILLSBOROUGH COUNTY AVIATION AUTHORITY**  
STATE OF FLORIDA  
COUNTY OF HILLSBOROUGH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by Gary W. Harrod, in the capacity of Chairman of the Board of Directors, and Jane Castor, in the capacity of Secretary of the Board of Directors, HILLSBOROUGH COUNTY AVIATION AUTHORITY, an independent special district under the laws of the State of Florida, on its behalf. They are personally known to me and they did not take an oath.

Stamp or Seal of Notary

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Notary Commission Expires (if not on stamp or seal)

**Flagship Airport Services, Inc.**

Signed in the Presence of:

BY:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Printed Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City/State/Zip

**Flagship Airport Services, Inc.**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledge before me this \_ day of \_\_\_\_\_, 20\_\_

by \_\_\_\_\_ in the capacity of \_\_\_\_\_

(Individual's Name)

(Individual's Title)

at \_\_\_\_\_, a corporation, on its behalf \_\_\_\_\_

(Company Name)

(He is / She is)

\_\_\_\_\_ known to me and has produced \_\_\_\_\_

(Personally / Not Personally)

(Form of Identification)

Stamp or Seal of Notary

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Notary Commission Expires (if not on stamp or seal)

EXHIBIT A  
SCOPE OF WORK

This Scope of Work is considered the minimum requirements to perform acceptable janitorial services at the Airport.

Section 1.01 Authority Rights and Responsibilities

A. Authority Rights

Authority reserves the right to:

1. Add or delete buildings and/or areas to the Cleanable Square Footage and modify Routine Cleaning or Project Cleaning requirements resulting from changes in passenger count, passenger services and/or other incidences that in Authority's opinion require modification to this Article. Payment will be adjusted in accordance with unit pricing listed in Article 4, Fees and Payments.
2. Establish the specifications for all supplies. Additionally, Authority may require specific brands of soap supplies in order to retain dispenser warranties. Reference Exhibit E, Supply Specifications, to this Contract.
3. Assume the responsibility for the inventory control of supplies. If this occurs, the monthly rate paid to Company for the supplies will be adjusted to remove payment to Company for any Authority controlled supplies.
4. Review and regularly inspect the Cleaning Agents, materials, supplies and equipment and, as necessary, obtain samples and/or conduct independent testing to verify the effectiveness of Cleaning Agents, materials and equipment and the accuracy of the material safety data sheets (MSDS). Testing may be conducted by a third party. If inspections and/or testing identify Cleaning Agents, materials, supplies and/or equipment that, in Authority's opinion, does not provide effective sanitation or cleanliness of the Airport Terminal Facilities or are not performing properly, Authority may require alternate Cleaning Agents, materials, supplies or equipment which meets Authority's standards at no additional cost to Authority.
5. Conduct inspections of the janitorial services at any time. Authority inspection discrepancies will be documented in a report format to include any janitorial services not meeting minimum cleaning standards as defined in Exhibit D, Cleaning Standards, to this Contract. Such report will be provided by Authority to Company on a daily basis identifying any discrepancies.
6. Assess fees in accordance with Article 4, Fees and Payments, of this Contract.

7. Request adjustments to the Cleaning Schedule as necessary to meet the minimum cleaning standards at no additional cost to Authority.
8. Request adjustments to the Cleaning Schedule as necessary, as a result of unforeseen circumstances, to include an increase or decrease in frequencies and/or the addition or deletion of tasks. Payment and/or credit will be adjusted in accordance with Article 4, Fees and Payments, of this Contract.
9. Conduct custodial cleaning effectiveness assessments that include soliciting feedback from Airport Terminal Facilities and Non-Terminal Facilities occupants and the public regarding the cleanliness of the Facilities on a regular basis via surveys and/or a complaint system. Results of any such assessment will be addressed with Company and Company will make modifications to the Cleaning Plan, Cleaning Schedule, Cleaning Agents, materials, supplies, equipment, and/or Personnel training as necessary as directed by Contract Manager.
10. Inspect Company's books and records during normal business hours that pertain to the costs incurred under this Contract.
11. Approve Company's employees that will service Authority areas within the Facilities deemed sensitive by Authority.
12. Require the immediate termination of any Personnel as determined by the Director of Maintenance, including the immediate termination/replacement of the Site Manager. Company will appoint an Authority approved interim Site Manager replacement until a permanent replacement is identified by Company and approved by Authority.
13. Withhold from any payment otherwise due and payable to Company, such sums as Authority deems necessary or desirable to protect itself against failure or delay in performance by Company of its obligation hereunder, which right may be exercised by Authority with or without revoking or terminating this Contract.
14. Perform the janitorial services or hire others to perform the services and invoice the Company for any costs in excess of the rates listed in Section 4.01, Pay Application if any type of strike, boycott, picketing or work stoppage is directed against Company at the Airport which results in the discontinuance of services performed hereunder. Authority will prorate payments for work completed but not invoiced by Company up until the time of any work stoppage.

**B. Authority Responsibilities**

Authority will be responsible for:

1. Providing electricity and water generally available in the Facilities as required to perform the Scope of Work under this Contract, at no cost to Company.
2. Initial issuance of access keys required for all spaces for performance of this Contract as deemed necessary by Authority.
3. Providing storage areas, office space and Personnel lunch/break rooms (collectively referred to as the Assigned Area) within the Airport Terminal Facilities as determined by Authority. The storage areas will be sufficient to store a one month supply of expendable items such as paper towels and toilet tissue, cleaning supplies and equipment. The Assigned Area will be kept clean and neat by Company.
4. Providing parking at designated locations for employees directly and actively engaged in providing the janitorial services.

#### Section 1.02 Contract Manager

Authority will designate a Contract Manager responsible for:

- A. The day-to-day communication with Company's Site Manager.
- B. Monitoring, interpreting and overseeing Company's work with regard to, but not limited to, quality of work performed, the manner of performance, rate of progress of the work, acceptability of Cleaning Agents, materials, supplies and equipment furnished by Company, compliance with minimum cleaning standards and Authority satisfaction with performance levels.
- C. Coordinating any adjustments to the janitorial services and required remediation.
- D. Authorizing minor changes or alterations in the work not involving extra costs and not inconsistent with the overall intent of this Contract.
- E. Monitoring and verifying Pay Applications.
- F. Reporting any issue that cannot be resolved with Company to the Director of Maintenance for final determination.

#### Section 1.03 Company Responsibilities

Company will:

- A. General
  1. Comply with all terms and conditions of this Contract to achieve and maintain the highest level of cleaning at the Airport Terminal Facilities.

2. Comply with all federal, State and local laws, executive orders, rules and regulations applicable to the provision of janitorial services.
3. Obtain and maintain all licenses required to perform the janitorial services at the Airport Terminal Facilities.
4. Obtain and maintain a Type 1 bond for access to the Customs and Border Protection regulated area as detailed in Exhibit I, Customs and Border Protection Standard Operating Procedure.
5. Provide all labor, Cleaning Agents, materials, supplies, equipment, tools, vehicle transportation, uniforms and any other items or services necessary to coordinate, supervise, administer and perform the janitorial services 24 hours per day, 365 days per year. See Exhibit E, Supply Specifications, to this Contract.
6. Display Company's business name and/or logo prominently on the doors of all vehicles used in the performance of this Contract.
7. Manage the activities of all Subcontractors and Personnel.
8. Conduct re-cleaning for completed cleaning that is determined unacceptable to Authority at no cost to Authority.

**B. Corporate Representative**

Company has designated Kevin Barton as the Corporate Representative as defined in Article 1, Contract, Section 1.01, Definitions(P) of this Contract. Company must not remove or replace the Corporate Representative without approval of Authority. The Corporate Representative will respond to any concerns from Authority with respect to performance of the janitorial services and any terms and conditions of this Contract and will be available via phone during normal business hours and will respond to the site as needed to discuss and determine the appropriate action needed to address Authority's concerns.

**C. Site Manager**

Company has designated Antonio Parreira as the Site Manager as defined in Article 1, Contract, Section 1.01, Definitions (NN) of this Contract. Company must not remove such Site Manager from overseeing and managing the janitorial services, provided that the removal of the Site Manager due to incapacity, voluntary termination, or termination due to just cause will not constitute a violation of this Contract. Authority will require that, at a minimum, any proposed replacement have equal or greater qualifications and experience as the Site Manager being replaced. Company will not make any changes of the Site Manager until written notice is made to and approved by Authority's Director of Maintenance.

#### D. Deficiencies, Incidents, Accidents and Complaints

1. Correct all Authority or third party identified deficiencies, including immediately responding to remediate any janitorial services hazard created or discovered that could cause damage or injury to personnel, property or the public such as tripping or slip and fall hazards, and/or failure to properly meet Occupational Safety and Health Administration (OSHA) requirements which result from inspections or tests. A written response will be sent to Authority that addresses all deficiencies within 30 days of receipt of the written inspection or test report, except instances requiring an immediate response, as determined by Authority. In the event Company does not agree with the findings of Authority, Company will provide specific evidence to substantiate its disagreement.
2. Resolve all claims arising out of any incident or accident during the performance of this Contract that involves property damage and/or injury.
3. Remediate any issue identified by Authority and any complaints by any user of the Facilities.

#### E. Reporting and Documentation

Develop, maintain, update and provide the required plans and reports as detailed below in sufficient detail so Authority can determine that Company is in full compliance with all Contract requirements and all applicable laws. All plans and reports and any other records and documentation provided to Authority will become the property of Authority.

##### 1. Cleaning Plan

The Cleaning Plan is defined in Article 1, Contract, Section 1.01, Definitions (K). Company will submit the initial Cleaning Plan, as approved by Authority, to the Contract Manager prior to the Contract start date. The Cleaning Plan will be updated periodically upon agreement of the Site Manager and the Contract Manager and provided to the Contract Manager immediately upon request.

##### 2. Cleaning Schedule

- a. The Cleaning Schedule is defined in Article 1, Contract, Section 1.01, Definitions(L) and will be updated on a daily basis to reflect changes in the schedule for the next day. The updated schedule will be provided to the Contract Manager by 7:00 a.m. every day.
- b. Janitorial services will be scheduled and completed in such a way that they do not disrupt the functions and normal day-to-day operations of the Facilities.



- c. Routine Cleaning and Project Cleaning will be scheduled in such a way that they achieve maximum coverage and are uniformly distributed throughout the year.
  - d. Shutdowns for Routine Cleaning and Project Cleaning will be included in the Cleaning Schedule and coordinated with the Airport Operations Manager (AOM) to insure no interference with passengers or other ongoing work being performed. The Contract Manager will be notified of shutdowns that are scheduled during normal business hours.
  - e. During periods of passenger high volume the cleaning schedule will be augmented to include full time attendants at the airside restrooms and food courts from 5:00 a.m. – 11:00 p.m. This includes, but is not limited to, Spring Break (approximately 8 weeks), Thanksgiving and Christmas Holiday periods (approximately 3 weeks) and special events.
3. Facility and Restroom Inspection Report  
Perform a facility and restroom inspection evaluation at the end of each shift and documented in a Facility and Restroom Inspection Report. This report will be available for review by the Contract Manager immediately upon request.
4. Daily Report  
Maintain a daily report of the day's events and send the report via e-mail to the Contract Manager by 7:00 a.m. the following morning. The report should include, at a minimum, the following:
- a. Routine Cleaning tasks that were not fully completed.
  - b. Project Cleaning tasks that were not fully completed.
  - c. Police incidents involving Personnel.
  - d. Hazmat involving Personnel and the general public.
  - e. Accident/incident involving Personnel and/or the general public.
  - f. Damage to any Facilities or general public personal property caused by Personnel or others.
  - g. Items turned in to Airport Police Lost and Found.
  - h. Log of all calls to the Airport Operations Center (AOC) or Work Control.

5. Monthly Report

Maintain a monthly report that includes, at a minimum, the following:

- a. A detailed list of Project Cleaning completed during the previous month in accordance with the Cleaning Plan and Cleaning Schedule and any uncompleted Work Orders.
  - b. A detailed list of work not completed with an explanation as to why the work was not completed and a corrective action plan that includes recommendations for future prevention if warranted.
  - c. Recommendations for proposed Project Cleaning or procedural or work changes to existing Project Cleaning.
  - d. A detailed list of complaints to include who submitted the complaint, corrective action taken and recommendations for future prevention if warranted.
  - e. Detailed list of "Emergency" calls. Emergency calls will be responded to immediately, remediated and documented. All Emergency calls completed by the normally assigned staff will be at no additional cost to Authority.
  - f. Personnel information allocated between Company and each Subcontractor including:
    - 1) The total number of Personnel.
    - 2) The total number of part-time Personnel.
    - 3) The total number of full-time Personnel.
    - 4) List of key staff with title and phone numbers.
6. W/MBE Monthly Utilization Report  
 Submit a W/MBE Monthly Utilization Report with the Pay Application to demonstrate compliance with the W/MBE requirements that are detailed in Article 15, Woman and Minority-Owned Business Enterprise, to this Contract. A copy of the report is provided in Exhibit G, W/MBE Monthly Utilization Report, to this Contract.
7. Quality Control Program
- a. Establish and maintain an effective Quality Control Program (QCP) that is acceptable to Authority, administered by the Site Manager and contains, at a minimum, the following:
    - 1) Inspection Program(s)
    - 2) Communication procedure with Authority
    - 3) Documentation of quality control activities
    - 4) Monthly Quality Assurance/Quality Control report that
      - a. Summarizes data collected,
      - b. Identifies areas needing improvement, and
      - c. Recommends cleaning schedule improvements based on data collected

- b. Provide a copy of the QCP to the Contract Manager immediately upon request.
  - c. Revise the QCP to maintain an effective level of quality control following approval of the changes by Authority.
  - d. Suspend any or all of its operations and take appropriate corrective action if Authority determines that any part of the QCP is not effective and that any of the janitorial services fail to conform to Authority's minimum cleaning standards.
  - e. In the event of discrepancies, submit a corrective action plan, within 48 hours of notification by Authority of said discrepancies, documenting how Company will prevent future discrepancies.
8. Technology
- Company will provide:
- a. Placards at each public restroom with QR (quick response)/SMS (standard messaging system) codes for customer feedback of the restrooms. Note: Placards must be approved by Authority prior to placement.
  - b. A web based application compatible with IOS and Android devices that customers can request work orders and provide feedback.
  - c. User counters that are able to accurately detect/count the real time number of users of each public restroom. Data collected by counters must be able to be accessed via web based application with the ability to sort by date and time.
  - d. An automated timekeeping system that tracks time/frequency of public restroom policing.
9. Storage Plan
- Maintain a detailed storage plan that addresses safe storage of Cleaning Agents, materials, supplies, tools and equipment at the Facilities in accordance with manufacturer specifications, applicable laws and as required by Authority.
10. General Rules for Employee Conduct
- Develop and implement general rules for employee conduct that instruct Personnel to: be clean and neat; deal with customers in a prompt, polite, and businesslike manner; be able to communicate effectively in English to carry out their job requirements; comply with Authority Rules and Regulations; and not use improper language, act in a loud, boisterous or improper manner; and not solicit or accept gratuities. The general rules for employee conduct will be part of this Contract and will be reviewed from time to time by the Contract Manager for modifications, as necessary.

## F. Cleaning Agents, Materials, Supplies and Equipment

1. Provide a complete list of Cleaning Agents, supplies, materials and equipment to the Contract Manager at least 30 days prior to the commencement of this Contract. The list must include the product name, brand name, model number (if applicable), and catalog reference (name of catalog and item number). A copy of an MSDS must be attached to the list for each Cleaning Agent. The list and each MSDS must be kept current during the term of this Contract.
2. Provide all required supplies to include but not be limited to toilet tissue, toilet seat covers, plastic liners, paper towels, sanitary napkins, white sand, hand soap, and hazardous materials cleanup kits. Descriptions and/or suitable brand types are specified in Exhibit E, Supply Specifications, to this Contract.
3. Maintain a minimum 15-day inventory supply level based on supplies and quantities listed in Exhibit D, Supply Specifications, at the Airport Terminal Facilities at all times. The minimum required amount of inventory may be adjusted by the Contract Manager to meet storage and Airport Terminal Facilities conditions.
4. Store all Cleaning Agents, supplies, materials and equipment in assigned storage areas at the Airport Terminal Facilities in accordance with manufacturer specifications and as required by Authority.
5. Use all Cleaning Agents, supplies, materials and equipment in strict compliance with all applicable federal, state and local environmental and safety laws and regulations.
6. Maintain all equipment in good, clean, total functional operating condition at all times.
7. Bear all risk of loss, damage or theft.
8. Perform the janitorial services in a manner to ensure the safety of its employees and employees at and users of the Airport Terminal Facilities and the protection of property regarding any claims related to the cleaning agents, materials, supplies and equipment furnished and used under the terms and conditions of this Contract.
9. Not use chemicals containing ammonia, chlorine, bleach or powdered abrasive cleaners without permission from Authority.
10. Purchase liquid cleaning supplies in one-gallon, plastic containers, unless otherwise approved by Authority. The container must be properly marked with the EPA-approved label, including all warnings and antidote requirements. The plastic

containers must not be reused. All containers used on janitorial carts must contain proper labeling and warning cautions.

#### G. Assigned Area

1. Furnish the assigned office space, lunch/break rooms, and storage rooms to include but not be limited to computers, printers, employee lockers and any other furniture, equipment or supplies necessary to perform the janitorial services and to Complying with all terms and conditions of this Contract.
2. Keep assigned storage spaces neat, clean, in good repair and in compliance with all applicable regulations, codes, manufacturer requirements and Airport regulations regarding storage of Cleaning Agents, supplies, materials and equipment.

#### H. Airport Tenant Contracts

Company may independently contract with Airport tenants to perform additional janitorial services outside the scope of this Contract. Refer to Paragraph P in this Section.

#### I. Management and Disposal of Chemical Waste

Company is responsible for the management and disposal of all chemical wastes and other wastes that are generated through Company's cleaning actions and restricted from disposal in the sanitary system, including any associated costs. Solid wastes that exhibit no hazardous characteristics or contamination by regulated substances may be disposed of responsibly in available on-site Authority Receptacles or dumpsters. Recyclable materials should be collected and disposed of per the guidelines in Exhibit C, Cleaning Standards, Paragraph G, Recycling Program Collection Standards, to this Contract. No waste materials or effluent may be discharged outdoors or to Authority's storm water sewer system. Only wastewaters suitable for discharge to the sanitary sewer will be allowable. All sanitary sewer discharges will comply with Authority regulations.

#### J. Notifications

1. Notify the Contract Manager during normal business hours and the AOM outside normal business hours via e-mail regarding Personnel issues, incidents, accidents, problems, outages or malfunctions, and any other unusual occurrences. Notice must include an assessment of any damage or resulting or potential injury.
2. Notify the Contract Manger via telephone immediately regarding any janitorial hazard created or discovered that could cause damage or injury to personnel, property or the public such as tripping or slip and fall hazards, and/or failure to properly meet OSHA requirements.

#### K. Personnel

1. Company will:
  - a. Abide by all state and federal regulations on the wages and hours of its employees, to include, but not be limited to, the Florida Human Relations Act, the Federal National Relations Act, the Federal Fair Labor Standards Act, the Federal Civil Rights Act of 1964, as amended, and the Americans with Disabilities Act.
  - b. Maintain a drug-free workplace within the meaning of the Florida Drug-Free Workplace Act and require employee's to be drug tested upon reasonable suspicion of drug use.
  - c. Ensure its officers, Personnel, guests, Subcontractors, and those doing business with Respondent comply with the Rules and Regulations of Authority.
  - d. Maintain sufficient staffing levels to provide the highest level of janitorial services at the Airport Terminal Facilities and provide adequate supervision and inspections to assure that Personnel are correctly performing the work.
  - e. Ensure no more than ten percent (10%) of staffing levels are comprised of on-call or part-time employees on a regular basis. Approved exceptions may include high use days where such additional staff may be required during Spring Break, holidays, peak times and other Authority-hosted events.
  - f. Pay any fines levied against the Airport and Authority caused by Personnel, at no cost to Authority.
  - g. Control Airport security badges issued to Personnel and pay all associated costs, fines and fees at no cost to Authority in accordance with Article 16, Security Badging, in this Contract. An individual who quits or is terminated must return the security badge to Authority within one week of separation or termination. Notification of employee's change of status will be reported to the Authority Badging Office immediately. No Personnel will be allowed to work at the Airport Terminal Facilities without a valid security badge. In cases where verification of background is difficult or impossible, the individual may NOT be hired on a temporary basis.
  - h. Be solely responsible for the safety, conduct and performance of its employees and take all necessary steps to terminate employees who participate in acts of misconduct. Immediately, upon written notice by Authority, Company will remove from its payroll at the Airport, any employee who participates in unsafe and/or illegal acts, who violates Authority Rules and Regulations or who, in the opinion of Company or Authority, is otherwise detrimental to the public.

- i. Repair any property damage caused by Personnel through abuse, neglect, or misuse of equipment or supplies and considered other than normal wear and tear, at no cost to Authority.
- j. Maintain written job procedures and work methods for Personnel and provide a copy of such to the Contract Manager, as well as any updates as generated.
- k. Provide a formal training program at the sole cost of Company that will be documented and modified as necessary. Maintain a training log to track employee training and show, at a minimum, the employee's name, date of employment, type of training and date attended. The training program and training log will be provided to the Contract Manager when requested.

Training will include, at a minimum:

- 1) Quarterly customer service training.
- 2) Specific training based on the assigned position to safely perform cleaning tasks such as;
  - a) Cleaning Agents usage and availability of MSDS and how to use them.
  - b) Tools and equipment, operation and safety.
  - c) Safety issues, including compliance with OSHA Act of 1970.
  - d) Blood-borne pathogen safety program.
  - e) Sexual harassment.
  - f) Work Place Violence.
  - g) Authority recycling program (as instituted).
- 3) How to identify and properly dispose of recyclable products.

2. Personnel will:

- a. Show proof of citizenship or proof from the United States Immigration and Naturalization Service of valid entry permits and/or work permits and that they are legal aliens eligible to be employed in the United States.
- b. Be Airport security badged and meet all Authority and Homeland Security requirements as detailed in Article 16, Security Badging, in this Contract. Additionally, certain Personnel will have authorized access to service the Customs and Border Protection international arrivals processing areas. Such Personnel must meet Customs bonding requirements.
- c. Possess a valid Florida driver's license if operating a motor vehicle on Airport roadways, be covered by Company's insurance and receive Authority vehicle area training, as applicable.

- d. Be clean and neat, deal with Airport Terminal Facilities users in a polite manner, be able to communicate effectively in English to carry out assigned job requirements, comply with the Authority Rules and Regulations, and comply with Company's general rules for employee conduct.
- e. Not use improper language or act in a loud, boisterous or improper manner.
- f. Not sit down, take breaks, or otherwise loiter in public areas of the Airport Terminal Facilities while in uniform.
- g. Immediately turn in all items of value found in the Airport Terminal Facilities to Authority Police Department.
- h. Not solicit or accept, for any reason whatsoever, any gratuity from the passengers, tenants, customers, or other persons using the Airport Terminal Facilities.
- i. Complete an initial training program and annual refresher training on the duties, responsibilities, and technical aspects of assigned job responsibilities to safely and efficiently provide the janitorial services.
- j. Wear personal protective equipment (PPE) when performing all work at the Airport Terminal Facilities, as applicable.

## L. Uniforms

### 1. General

The following applies to Company and Subcontractors.

- a. Obtain approval in advance of all proposed uniforms and any changes to uniforms.
- b. Keep uniforms cleaned and well maintained. Permanently stained, torn, disheveled or unsightly uniforms must be replaced immediately.
- c. Remove employees that fail to wear the approved uniform in a proper manner during work hours. Authority may also require removal of that employee from the Airport.
- d. Have all managerial staff wear generally accepted business casual attire.

### 2. Company Uniforms

- a. Ensure employees with the exception of the managerial staff wear white uniforms while on duty at the Airport Terminal Facilities.



- b. Have all designated staff typically performing Project Cleaning wear modified uniforms as approved in advance by Authority.
- c. Provide a bright orange reflective safety vest to its employees assigned to work at the curbside, along the drive or near vehicle traffic. This vest will be worn on the outside of any other clothing worn by the employee at all times while working these areas.
- d. Provide a winter jacket to its employees assigned to work outside. The color and style must be approved in advance by Authority and conform to the identification requirements for uniform shirts.

### 3. Subcontractor Uniforms

- a. Ensure all employees wear white shirts and black pants.
- b. Provide a bright orange reflective safety vest to its employees assigned to work at the curbside, along the drive or near vehicle traffic. This vest will be worn on the outside of any other clothing worn by the employee at all times while working these areas.
- c. Provide a winter jacket to its employees assigned to work outside. The color and style must be approved in advance by Authority and conform to the identification requirements for uniform shirts.

### M. Identification Insignia

Include identification insignia with Company or Subcontractor name and employee name on each uniform or on a badge worn on the uniform. The type and style must be approved in advance by Authority.

### N. Keys

1. Secure Authority keys at all times.
2. Ensure Authority keys are not taken off Airport property.
3. Keep keys not in use in a locked box.
4. Restrict access to keys to essential Personnel only.
5. Be responsible for all costs associated with replacing missing keys and/or installing new locks as a result of lost or misplaced keys. This cost will be paid by Company and will be withheld from the Pay Application.

#### O. Cell Phone, Telephone, Fax and Internet

1. Provide operable cellular telephones to its managers and/or supervisors to be carried at all times when on duty at the Airport to ensure direct communication with Authority. The phone numbers are to be filed and maintained with Authority.
2. Pay for all expenses associated with installation and fees for telephone/fax service and internet connectivity at no cost to Authority. These services may be purchased through Authority's Shared Tenant Services program or a third party provider.

#### P. Additional Janitorial Services for Airport Tenants

1. Separately contract with Airport Tenants to provide janitorial services within the Airport Tenant's leased space as requested such as store-front cleaning.
2. Provide a copy of each Airport Tenant contract to the Contract Manager for review and approval prior to beginning any work.
3. Perform all work after hours with the exception of trash removal which may be performed during day time hours.
4. Charges to Airport Tenants will not exceed 115% of the Extra Work Rate charged to Authority.

#### Q. Spills

1. Spills of any type that are discovered by Personnel will be isolated and cleaned up immediately.
2. Spills reported to the Site Manager and/or Personnel will be isolated within five minutes to make the area safe, notice provided to the public, and cleaned as soon as possible.

#### Section 2.04 Site Manager

The Site Manager will:

- A. Be assigned exclusively as the full time Site Manager and supervisor of this Contract and will not be responsible for cleaning, maintaining, supervising, administering or otherwise participating in any other jobs or contracts elsewhere on Airport property or outside the area(s) included in this Contract.
- B. Communicate primarily with the Contract Manager.

- C. Be on-site at the Airport Terminal Facilities a minimum of 40 hours per week.
- D. Designate a management representative to be available to respond to Authority needs 24 hours per day, seven days per week.
- E. Oversee and manage all day-to-day janitorial services requirements in accordance with this Contract.
- F. Be responsible for the overall daily management and supervision of all maintenance and repairs to Company's equipment, training, Subcontractors, scheduling of Personnel, and inspection of all work.
- G. Be very knowledgeable of janitorial procedures and practices especially in the correct, effective and safe use of all the required Cleaning Agents, janitorial equipment, cleaning techniques, and supplies required to service this Contract.
- H. Act as liaison with Authority on all Contract matters.
- I. Be available for immediate communication with Authority by carrying a working cellular phone.
- J. Comply with Cityworks at all times by completing Work Orders within the time specified on the Work Order.
- K. Promptly notify the Contract Manager of any needed repairs or damages to the Airport Terminal Facilities and its furnishings, fixtures and appurtenances.

#### Section 2.05 Extra Work

- A. Authority's Contract Manager may order additions, deletions or revisions to the Scope of Work under this Contract as necessary to meet Authority objectives. In the event the changes may result in extra charges to Authority, Company will advise Authority in writing of the proposed cost in accordance with the terms of this Contract. If Authority determines that the cost is fair and reasonable, Authority will issue an Extra Work Order to document the change in the Scope of Work under this Contract and associated payment.
- B. Malicious damage or vandalism, substantiated by a Police Report and reported to the Contract Manager will be considered for reimbursement under this Extra Work clause. Often what would appear to be abuse or damage intentionally caused by the traveling public and/or employees working in and/or utilizing the facilities for normal business activities is considered normal wear and tear and would not qualify for reimbursement. Company will estimate labor hours required to remediate the damage or vandalism and

provide the information to the Contract Manager based on the rates in Article 4, Fees and Payments, to this Contract.

- C. If a satisfactory cost for the Extra Work or time to perform the Extra Work cannot be reached, Authority may terminate this Contract as it applies to the work in question and make such arrangements as may be deemed necessary to complete the work.
- D. In the event of an emergency, as determined by Authority, Company will immediately redirect Personnel as necessary to assist Authority with clean up. Examples of an emergency include but are not limited to flooding, construction debris, or any passenger hazard impacting Airport operations. No penalties will be assessed for unaccomplished work due to the redirection of Personnel for such emergency response.

[The remainder of this page was intentionally left blank]

Exhibit B  
Cleaning Standards for Airport Terminal Facilities

1. Minimum Cleaning Standards

Company will be required to meet or exceed the minimum cleaning standards listed below for all items and/or areas within the Cleanable Square Footage in the Airport Terminal Facilities. Such items and/or areas include, but are not limited to, furniture, bollards, poles, work centers, tables, chairs, floor mats, desks, shelves, cabinets, planters, dividers, entry ways, walkways, sidewalks, walls, ceilings below 10 feet, air vents, flooring, glass office interior, door glass interior, stairs and landings, ash trays, trash and recycling receptacles, elevators, escalators, artwork, and hand rails, unless directed otherwise in this Contract or by the Contract Manager. The following standards are not to be construed as exhaustive. Any standards or cleaning activities not specifically included, but found necessary to properly clean or care for the Cleanable Square Footage, will be included as though written into these standards.

A. Cleaning Terms

- 1) Acceptable appearance means the cleaning has resulted in a condition conforming to Authority cleaning standards as specified in this Contract.
- 2) Acceptable performance means the Project Cleaning was accomplished in a satisfactory manner and accepted as complete by the Contract Manager.
- 3) Clean and polished appearance means free from dirt, dust, stickers, stains, streaks, lint, cleaning marks, smudges, adhered foreign substances, gum, cobwebs, grease, oil and grime with no evidence of surface spoilage or spotting resulting in surface reflections that are distinct without variance.
- 4) Safe condition means all potential hazards have been temporarily barricaded to ensure public safety or the hazard has been removed/remediated and the potential hazard has been reported to Authority.
- 5) Uniformly clean appearance means all surfaces are free from dirt, dust, stickers, stains, streaks, lint, cleaning marks, smudges, adhered foreign substances, gum, cobwebs, grease, oil and grime with no evidence of surface spoilage or spotting.
- 6) Uniformly bright appearance means all polished metal surface reflections are distinct without variance.

B. Cleaning Activity Definitions and Requirements

<b>Cleaning Activity</b>	<b>Surface</b>	<b>Cleaning Definition</b>	<b>Additional Cleaning Activity Requirements</b>
Bio-Hazard clean up	All surfaces	Free of all Biological Hazards (Bio-Hazards) such as blood, vomit, animal and human feces.	Responsible for bio-hazard clean up and will maintain clean-up kits; however, if the magnitude is such that it requires specialized bio-hazard response, Company will immediately notify the Contract Manager or the Authority's Maintenance Duty Coordinator to contract for the clean-up services.
Carpet extraction	Floors	Free of foot tracking, dirt, marks, streaks, stains, odors, sticky substances, having a uniformly clean appearance.	Use of extraction equipment to spot clean, pile lift, vacuum and groom carpet. Color of the carpet will not be faded or damaged by the cleaning process. Generally accomplished after hours to minimize interference to Airport passengers and operations
Damp/wet mopping	Floors	Free of dirt, dust, marks, film, streaks, debris, and/or standing water.	A sufficient number of barricades, traffic cones and proper slip hazard signs will be provided for each floor area being cleaned to adequately protect public and/or passersby.
Dust mopping	Floors	Free of all dirt, dust, lint and debris.	Microfiber mops will be used to reduce air-borne contaminants. All hard floors will be dust mopped each night, including under all furniture and behind all pottery, Receptacles, machines, and other interferences. Items moved for cleaning or found to be out of place will be returned to original positions.
Dusting	All surfaces at or below 20 ft	Free of all dirt and dust, streaks, lint and cobwebs.	Dusting will be accomplished with proper cloths and apparatus (i.e. telescoping poles). All sensitive and electronic surfaces will be avoided. No personal or individual office equipment or supplies will be moved or disturbed. This includes dust resulting from construction activities.

<b>Cleaning Activity</b>	<b>Surface</b>	<b>Cleaning Definition</b>	<b>Additional Cleaning Activity Requirements</b>
Glass cleaning	Glass	Free from streaks, drips, spots, mildew, fingerprints, film, deposits, and stains and have a uniformly bright appearance. Adjacent surfaces will be wiped clean and free from moisture including mullions, window sills, sunshades, and louvers.	<p>Glass cleaning will be accomplished with the least possible interference to Airport passengers and operations.</p> <p>Full cleaning of all glass is routinely performed under a separate industrial cleaning contract.</p> <p>The intent of this glass cleaning activity is to spot clean glass surfaces in public areas on an as needed basis. The height of glass cleaned under this activity is typically limited to six feet.</p>
Graffiti removal	Surfaces on the interior and exterior of the Airport Terminal Facilities	Free of all graffiti and the surface is in its original condition.	Removed as soon as the graffiti is discovered and/or reported. Report any gang, violent, or hate related graffiti to the Airport Control Center and/or verify a report was made before removing the graffiti.
Metal cleaning	Polished Metal / Bright Work	Free from deposits, tarnish, spots, smudges, streaks and with a uniformly bright appearance.	Cleaning agent is to be removed from all adjacent surfaces and surrounding finishes will not be damaged. Apply food-grade mineral oil only.
	Matte Finished Metal	Free from deposits, tarnish, spots, and smudges.	Cleaning agent is to be removed from all adjacent surfaces and surrounding finishes will not be damaged. Apply food-grade mineral oil only.
Oil spill cleaning	Airport Terminal Drives	Place absorbent materials on oil spills.	Maintain one bag of absorbent material for emergency use.
Plumbing Fixtures and Dispenser Cleaning	Toilets, sink basins, urinals, and faucets,	Free of all deposits so that the item is left without dust, streaks, film, odor or stains and has a bright and uniform appearance.	Care will be taken to ensure that cleaning chemicals do not harm, dull or mark chrome finishes, do not scratch porcelain fixtures, and do not harm or stain finishes of walls or stalls.

	and dispensers		
Policing	Surfaces on the interior and exterior of the Airport Terminal Facilities	Free of trash, litter, debris and other foreign objects, resulting in a neat appearance.	Policing services (Policing) will be accomplished with the least possible interference to Airport passengers and operations.
Restroom fixtures cleaning	Toilets, sink basins, urinals, and faucets, and dispensers	Free of all deposits so that the item is left without dust, streaks, film, odor or stains and has a bright and uniform appearance.	Care will be taken to ensure that Cleaning Agents do not harm, dull or mark chrome finishes, do not scratch porcelain fixtures and do not harm or stain finishes of walls or stalls.
Shampooing	Carpet	Free of dirt, grime, spills, and stains.	Hot water extraction of the carpets. Machine hot water cleaning with scrubber.
Spot cleaning	Carpet, fabrics, vinyl and all other surfaces	Free of all stains, gum, food debris, sticky substances, spills, deposits, Garbage/Trash, and any other foreign substances, leaving a uniform appearance.	Cleaning Agents will not harm the carpet or fabric fibers and will ensure complete spot cleaning in accordance with manufactures specifications. Adjacent surfaces will be protected or cleaned following the spot cleaning.
Sweeping	Floors	Free of all dirt, dust, gum, grit, lint and debris.	
Terrazzo cleaning	Terrazzo floors	Free of all scar marks, luggage tracks, dirt, dust, gum, grit, lint and debris; achieving a slip resistant surface; and presenting a highly reflective appearance.	Care will be taken to ensure that Cleaning Agents and equipment do not harm, dull or mark flooring surface. See Section 1, Minimum Cleaning Standards, Paragraph D, Floor Care Standards, Item 6.



<b>Cleaning Activity</b>	<b>Surface</b>	<b>Cleaning Definition</b>	<b>Additional Cleaning Activity Requirements</b>
Tile/VCT cleaning	Ceramic and Vinyl Composition Tile (VCT)	Free of all scar marks, luggage tracks, dirt, dust, gum, grit, lint and debris; achieving a slip resistant surface; and presenting a reflective appearance.	Care will be taken to ensure that Cleaning Agents and equipment do not harm, dull or mark flooring surface. See Section 1, Minimum Cleaning Standards, Paragraph D, Floor Care Standards, Item 5.
Vacuuming	Carpet	Free from soil and debris.	Vacuumed fibers are cleaned to protect pile from matting using a machine with cylindrical brushing action. Effective vacuuming requires multiple, slow deliberate passes to ensure the removal of soil and dust at and/or below the carpet surface.  Only commercial dual motor driven vacuums with bristle beater bars and HEPA filtration will be used. Back pack and canister vacuum cleaners will be allowed only when used with a powered head.
Wall cleaning	Walls, exposed pipes and equipment	Free from dirt, stains, streaks, dust, stickers, lint, cleaning marks, deposits, bright and a uniformly clean appearance.	Painted surfaces must not be unduly damaged.

**C. Area and Installed Equipment Cleaning Standards**

Specific cleaning standards are outlined below for areas and installed equipment located within the Airport Terminal Facilities.

**1) Art Display Areas**

All artwork such as sculptures, tapestries, paintings, pictures, photographs, statues, and other similar items will be kept clean and free of dust, cobwebs, cleaning marks, and deposits as specified by the Contract Manager. Care will be taken to not damage the artwork. Artwork will be maintained in accordance with Exhibit F, Public Art Cleaning Requirements.

**2) Authority Break Rooms**

Chairs, tables, counters and sinks in Authority break rooms in the Administrative Offices Building, Main Terminal and Airside Terminals will be wiped down. Garbage/Trash will be emptied and the floors vacuumed after hours.

3) Drinking Fountains

Drinking fountains will be clean and free of streaks, stains, spots, smudges, scale, and other removable soil and present a uniformly bright appearance. All polished metal surfaces including the orifices and drain will be clean and disinfected. Care will be taken to prevent overspray or damage to other surrounding finishes or walls. Surrounding walls, floors, and other surfaces will be kept clean and free of streaks, water spots and stains.

4) Elevators and Adjacent Areas

All interior and exterior walls, floors, doors, ceilings, door tracks, glass, switches, buttons, controls and equipment will have a uniformly clean appearance. Floors will be maintained according to standards for carpet and/or hard surface materials. Metal and bright work will be maintained in accordance with standards listed herein. All adjacent areas and wall coverings will be left free of residue and spotting following cleaning procedures. Elevator and adjacent areas will be maintained as needed to ensure acceptable appearance at all times.

5) Entrance Vestibule and Curbside Areas

Entrances and curbsides to the Airport Terminal Facilities are to be clean, well kept, and orderly, presenting a welcoming appearance. Entrance matting is to be vacuumed and maintained free from soil, debris, spills and gum. Areas with adhered gum and spills are to be deep cleaned daily. Doors, glass, doorframes, matting and adjacent areas interior and exterior surfaces of the entrances to the Airport Terminal Facilities will be spot cleaned and maintained as needed to ensure acceptable appearance at all times.

6) Escalators, Moving Walkways and Adjacent Areas

All interior and exterior areas, cladding, glass, landings, handrails, switches, buttons, controls and related equipment will be maintained with a uniformly clean appearance. Adjacent floor areas will be maintained in accordance with Section D, Floor Care Standards. Metal and bright work will be maintained in accordance with Paragraph 10, Metal and Bright Work, below. All adjacent areas will be left free of residue and spotting following cleaning procedures.

7) Food Courts

a. Food court public areas will be maintained in a clean and safe condition at all times during food court operational hours.

b. Spills or unsafe conditions will be remediated immediately and slip hazard signs will be utilized to adequately protect public and/or passersby.

c. Food court furniture will be bussed and wiped down continually during food court operational hours to ensure that the furniture is kept free of food, debris, spills, grime and other substances. Work Control will be notified immediately of any furniture requiring repair or that has become unsafe and the damaged furniture will be removed from public use. The furniture and Receptacles will be deep cleaned in detail on a routine basis including

table bases and the underside of tables and chairs.

d. Food court floors will be kept safe and free of debris, spills, dirt, grime and other substances during food court operational hours. The floors will be cleaned nightly to include the removal and restoration of food court furniture. Floors will be maintained according to standards in Paragraph D, Floor Care Standards, in this Section.

e. Receptacles in the food court areas will be emptied to prevent overflow so that Receptacles are not serviced during peak activity times.

8) Janitorial Closets

Janitorial closets will be kept neat, orderly and free of unauthorized storage items and debris.

9) Loading Docks, Dumpsters and Compactor Areas

The areas surrounding the loading docks, dumpsters, and trash and recycling compactors are to be monitored and swept free of all dirt, debris, litter and cigarette butts, degreaser applied and pressure washed weekly to include the recycling receptacles. Additional pressure washing may be required due to a spill or other emergency incident as identified by the Contract Manager. A sufficient number of barricades, traffic cones and slip hazard signs will be utilized to adequately protect public and/or passersby. Compactors will be operated to compact trash and compact cardboard. Any bound-up trash and cardboard will be cleared from the compactor bin. Doors will be kept closed to the loading docks and compactors.

10) Metal and Bright Work

Stainless steel material on elevator, escalators and restroom equipment and surfaces will be periodically stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.

11) Non-Public Break Rooms

Non-public break rooms will present a clean, well kept, orderly and professional appearance. Receptacles are to be emptied, spot cleaned and liners replaced as required. All shelves, counters, cabinet exteriors, refrigerator exteriors, tables, chairs, exterior of coffee makers, vending machines, microwave oven exteriors, wall areas adjacent to Receptacles, and paper towel dispensers are to be free of accumulated dust and debris, wiped clean and sanitized. Non-carpeted floors are to be swept or dust mopped and then wet mopped. Floors are to be maintained according to standards for carpet and/or hard surface materials. Frequency of cleaning will be set to meet necessity.

12) Non-Public Common Areas

The Airport operational areas located under or behind the public areas of the Airport Terminal Facilities consist of many non-public common areas that include, but are not limited to: walkways, halls, stairs, entrances, vestibules, reception areas and other operational movement areas. The standards listed herein for walls, stairs, halls, bright work, drinking fountains, windows and glass, and any other applicable area or installed equipment will be maintained at acceptable cleaning levels at all times. All walls, floors, stairs, stair treads, doors, ceilings, door thresholds, and glass will have a uniformly clean appearance. Floor and wall finishes will be maintained according to the standards listed herein and care and detail

will be paid to treads, grids, edges and base boards to ensure acceptable appearance at all times. Concrete surfaces are to be swept of all dirt, dust, cobwebs and debris and pressure washed according to need. Railings will have a uniformly clean appearance. Non-carpeted floors are to be swept or dust mopped and then wet mopped. Floors are to be maintained according to standards for carpet and/or hard surface materials. Frequency of cleaning will be set to meet necessity.

#### 13) Non-Public Restrooms

Non-public restrooms will be kept clean and will not become dull in appearance. Receptacles are to be emptied and spot cleaned. Trash is not allowed to overflow. All surfaces of basins, bowls, toilets, seats, urinals, and all other restroom surfaces within touchable range will be properly cleaned, sanitized, rinsed and dried spot free. De-scaling will be performed as required to keep surfaces free from streaks, stains, scale, scum, urine deposits, and rust stains. Dispensers will be emptied prior to being cleaned and then refilled with supplies. Dispensers will not run out of supplies during operational hours and supplies will only be stocked or stored in designated locations. Where installed, Sharps needle disposal containers will be removed and properly disposed of when full and replaced with a new container. Spot clean light switches, doors and walls. All restroom mirrors, basins, shelves/counters, bright work, and stainless steel or solid surface partitions will have a clean and polished appearance. Solid surface materials will not become stained or dingy. Floor and wall tile will be maintained to standards listed herein and special care given to grout, baseboards, drains, and edge details around stall wall supports, counters, Receptacles and all other permanently fixed equipment or finishes to prevent buildup of odor causing bacteria. Special care will be given to prevent standing water and slick surfaces and appropriate signage and barricades will be used to protect against slip and falls. Flooding of restroom surfaces is not acceptable. The Airport Operations Center will be notified of any inoperable fixture within the restrooms. Non-carpeted floors are to be swept or dust mopped and then wet mopped. Floors are to be maintained according to standards for carpet and/or hard surface materials. Frequency of cleaning will be set to meet necessity, policing of these restrooms will occur at a minimum of twice per shift.

#### 14) Office Areas

Office areas will present a clean, well kept, orderly and professional appearance. Receptacles are to be emptied, spot cleaned and liners replaced as required. Non-carpeted floors are to be swept/dust mopped. Carpeted floors are to be vacuumed and spot cleaned to remove stains, deposits, gum, and spills. All shelves, counters, cabinets, cases, windows and sills are to be free of accumulated dust and debris. Wipe clean all tables, desks, counters, chairs and chair legs. Spot clean all hard surface walls to remove fingerprints, dust, soil, and marks. Leave all areas as found with regards to occupant's personal effects and work items. Personal effects, electronics, work items, and electrical plugs are not to be moved or rearranged during cleaning. Prohibit employees from opening desk drawers or cabinets, or using the telephone or other office equipment. Non-carpeted floors are to be swept or dust mopped and then wet mopped. Floors are to be maintained according to standards for carpet and/or hard surface materials. Frequency of cleaning will be set to meet necessity.

#### 15) Passenger Boarding Bridges (PBBs)

All interior finishes of the PBBs will meet the standards listed herein for floors, walls, glass, doors, handrails and ceilings. Coordinate with the PBB user and Authority to schedule deep

cleaning that requires closing of the PBB. Care will be taken to avoid wetting controls and control panels and to ensure that slip and fall hazards are prevented. Remove any trash or debris left in PBBs.

16) Public and Courtesy Telephones

Public and courtesy telephones and surrounding areas will present a clean appearance free of dust, dirt stains, debris, graffiti and smudges. Telephones will be cleaned and sanitized and left with a uniformly bright appearance.

17) Public Open Floor Space Areas

The Airport Terminal Facilities including connectors, external and interior, walkways, halls, stairs, and other movement areas, are considered to be public open floor space areas. Policing of the public open floor space areas is a supplement to the standards listed herein for smoking rooms, gate hold areas, terminals, ramps, concourses and connectors. The standards listed herein for floor finishes, walls, stairs, halls, bright work, drinking fountains, windows, glass, ceilings and air vents that can be reached with a 20 foot telescoping pole and any other applicable area or installed equipment will be maintained at acceptable cleaning levels at all times. Policing will be performed in the public open floor space areas on a regular schedule to ensure the Airport Terminal Facilities present a clean image to the traveling public and other users of the Airport and are free of dust, dirt, debris, scuff marks, stains, soil, film, wet spills, and odors. Policing frequencies will be adjusted by Company as necessary to accommodate the conditions and usage patterns in the Airport Terminal Facilities.

18) Public Restrooms

Public restrooms, Receptacles, basins, bowls, toilets, seats, urinals, soap dispensers, partition doors and all other restroom surfaces will be properly cleaned, descaled, sanitized, rinsed and dried spot free. Restroom air fresheners and urinal screens are to be replaced monthly. During Spring Break and Holiday periods they are to be replaced twice monthly in accordance with Exhibit G, Supply Specifications. Batteries for air fresheners are to be replaced quarterly. All restroom mirrors, basins, shelves, counters, bright work and stainless steel will have a clean and polished appearance. Floor and wall tile will be maintained with special care given to grout, baseboards, drains, and edge details around stall wall supports, counters, Receptacles and all other permanently fixed equipment to prevent buildup of odor-causing bacteria. Special care will be given to prevent slippery floor surfaces using appropriate signage and barricades as needed. Servicing of public restrooms will be accomplished as soon as possible following flight arrivals to maintain restrooms at the highest level of cleanliness possible. Policing of all public restrooms will occur every 30 minutes at a minimum at high-traffic times (5:00 a.m. – 11:00 p.m.) when the number of passengers is increased due to active arriving and/or departing flights, and every two hours when flight activity has ceased. Closure of the public restrooms will be allowed only as directed to protect the public or maintenance repair requirements and coordinated with Authority AOM. Any inoperable restroom fixtures will be reported to Work Control or the Airport Operations Center.

Separate cleaning cloths/towels/brushes will be used for cleaning each of the different types of fixtures to achieve sanitary conditions. Documentation will be maintained that the proper cleaning processes have been performed and the agreed-upon cleaning schedule has been met.

## 19) Restroom Product Dispensers and Containers

- a. All restroom supplies including soap, toilet paper, toilet paper spindles, feminine hygiene products, paper towels, urinal screens, air fresheners and dispenser batteries will be provided in accordance with Authority approved specifications, stocked in Authority provided product dispensers and maintained in accordance with Exhibit G, Supply Specifications, to the Contract.
- b. Sharps needle disposal units will be kept clean and the containers will be removed and properly disposed of in an approved mailing container when full and replaced with new empty containers. Employees will be trained in the proper process and procedure for disposal of needles and containers.
- c. Defective or damaged dispensers or containers will be reported to Work Control or the Airport Operations Center upon discovery.

## 20) Seating Areas

All furniture surfaces, table tops, power poles, counters and seats will be wiped clean as necessary during normal operating hours, minimizing interference with the public. Deep cleaning of problem areas will be conducted after normal operating hours.

## 21) Smoking Areas

All interior and exterior walls, floors, doors, ceilings, door thresholds, and glass will have a uniformly clean appearance. Cigarette butts will be disposed of and cigarette butt receptacles will be spot cleaned and kept free of dirt, stains, spills or adhered foreign substances. Seating areas will be maintained free of litter, spills, dirt, dust, and debris. Sand used in cigarette butt receptacles will be replaced and maintained to ensure acceptable appearance at all times. Floors will be maintained according to the relevant standards. Metal and bright work is to be maintained in accordance with Paragraph 10, Metal and Bright Work, above. All adjacent areas will be left free of residue and spotting following cleaning procedures.

## 22) Stairwells and Halls

All walls, floors, stairs, stair treads, doors, door thresholds, and glass will have a uniformly clean appearance. Floor and wall finishes will be maintained according to the standards listed herein with attention to treads, grids, edges and base boards to ensure acceptable appearance at all times. Concrete surfaces will be swept of all dirt, dust, cobwebs and debris and pressure washed according to need. Railings will have a uniformly clean appearance.

## 23) TSA and FIS Screening Areas

TSA and FIS screening areas at the Airside Terminals will be clean, well kept, orderly with Receptacles emptied, spot cleaned and liners replaced as required. Non-carpeted floors are to be swept/dust mopped. Carpeted floors will be vacuumed and spot cleaned to remove stains, deposits, gum, and spills. All shelves, counters, cabinets and cases are to be free of accumulated dust and debris. Tables, desks, counters and chairs will be spot cleaned to remove fingerprints, dust, soil, and marks. Occupant's personal effects and work items, electronics, and electrical plugs are not to be disturbed or rearranged during cleaning. Employees will not open desk drawers or cabinets or use telephones or other office equipment.

24) Vending Machine Areas

Where cleaning is not performed by the vending machine operators, vending machines will be wiped down and surrounding areas will be cleaned during each work day.

25) Receptacles

Receptacles will be emptied and spot cleaned as needed to maintain safe and sanitary conditions. Walls or surfaces surrounding the Receptacles are to be spot cleaned. The floors under and near the Receptacles will be clean and kept free of stains, spots, rust, and rings. Liners will be replaced at each emptying of the Receptacle. Receptacles will not be allowed to overflow. Periodically, all Receptacles are to be thoroughly cleaned, inside and out as needed, with germicidal detergent. All Receptacles in the public areas will be kept neatly aligned and the Receptacle(s) turned with lettering or signage facing out for easy visibility.

26) Windows, Glass, Railings, Metal, and Other Coverings

All interior and exterior windows (accessible without scaffolding), glass, railings, metal and other coverings in public and non-public areas will be spot cleaned as part of Routine Cleaning, with the exception of the interior windows located in exclusive-use areas as designated by Authority.

27) Baggage Sort Facilities

In addition to the cleanable square footage identified at each sort facility, the trash receptacles located in the common and sort areas will be emptied every shift.

28) Service Animal Relief Areas (SARA)

SARA's areas shall be kept clean and odor free and shall be washed down every 4 hours, at a minimum, during operational hours. All waste shall be removed from the area. The cleaning solution identified in Exhibit G, Supply Specifications or approved equal must be used when cleaning/sanitizing the area.

D. Floor Care Standards

The carpet and hard floor care processes, Cleaning Plan and Cleaning Schedule will be approved by the Contract Manager. Authority will have the right to approve and make suggested changes to the Cleaning Plan and Cleaning Schedule. Work will be scheduled in such a way that it does not disrupt the functions and procedures of the Airport. Nightly work and shutdowns will be coordinated with the AOM to insure there is no interference with passengers or other ongoing work being performed by other contractors. Company will maintain documentation to demonstrate the proper carpet and hard floor care processes have been performed and the Cleaning Schedule has been met.

1) Cleaning Agents and Equipment

All carpet and hard floor Cleaning Agents and equipment will be pre-approved by the Contract Manager. Manufacturer's floor cleaning recommendations for the Cleaning Agents and equipment will be closely followed. The equipment will be in good repair at all times.

If floor care is determined by the Contract Manager to not meet the floor care minimum standards and the discrepancy is caused by improper procedures, Cleaning Agents or equipment used, the deficiency will be corrected within 48 hours of notification of the

discrepancy. Testing of new Cleaning Agents and/or equipment will be coordinated through the Contract Manager.

2) Barricades

A sufficient number of barricades, traffic cones and slip hazard signs approved by the Contract Manager will be provided for each floor area being cleaned to adequately protect the public. All barricades, traffic cones and signage will be professionally designed for its intended use and will meet all OSHA safety standards. All signage will have symbols on signage that meet International Standards developed by ISO, available at [http://www.iso.org/iso/graphical-symbols\\_booklet.pdf](http://www.iso.org/iso/graphical-symbols_booklet.pdf). All barricades and directional equipment will be maintained to provide a clean appearance.

3) Drain Maintenance

Water will be strained from machines prior to water being poured down any sink drain. The straining device/method will be pre-approved by Authority's Contract Manager. Floor drains or screens in any sink will not be removed. Liquid will be maintained in P-traps to prevent odors.

4) Carpet Care Processes

- a. Carpets will be maintained in such a manner as to promote longevity in accordance with the manufacturer's recommendations and will be left in a clean, orderly and safe condition. Carpets will be spot cleaned during daily, Routine Cleaning to mitigate stains from becoming permanent. All stains, gum, food, debris, sticky substances, vomit, trash, bio-hazard spills, and other substances will be removed from the carpet using a properly diluted cleaning solution. Care will be taken to use a Cleaning Agent that will not harm the carpet fibers and ensure complete surface removal. The adjacent surfaces will be protected or cleaned following the spot removal operation. Damaged carpet will be reported to the Airport Operations Center and also to the Contract Manager with a description of the damage and location.
- b. Carpet deep-cleaning will be performed after normal hours to minimize the impact on Airport operations. All vacuuming will be done with an upright or ride-on vacuum with active vacuum and cylindrical brushing action. Stained areas will be treated with spot cleaning solutions in accordance with the carpet manufacturer's recommendations. The spot cleaning process will be performed until as much of the stain as possible has been removed. Pile lifting is an integral part of carpet cleaning in high traffic areas and is required in all Airport Terminal Facilities and heavy traffic areas before the extraction process.

The hot-water extraction process will be performed as needed to maintain the minimum carpet cleaning standards over the entire carpeted surface and in accordance with the carpet manufacturer's recommendations to remove embedded dirt and grime, to lift carpet pile, and to return carpets to a clean, bright and uniform appearance. Equipment with a cylindrical action will be utilized for cleaning, extracting, pile lifting and vacuuming to prevent damage to carpet fibers. The practice of using rotary bonnet equipment for cleaning or drying of carpet is typically not allowed and requires approval by the Contract Manager.



Chairs, Receptacles, tables, benches and any other non-fixed items will be tipped or moved where necessary to allow for cleaning of the whole surface and will then be placed back into their original positions after the carpets are adequately dry. Fans and air movers will be used to ensure proper drying of carpets. All carpet in public traffic areas will be dry by 4:30 a.m. Exceptions to this completion time must be coordinated through the AOM.

- c. Interior and exterior walk-off mats will be vacuumed and cleaned and will be free of all visible lint, litter and soil. Carpet style entrance mats will be vacuumed to remove soil and dirt and to restore resiliency of the carpet pile. Rubber or polyester entrance mats will be swept, vacuumed, extracted or hosed down and then dried to remove soil and grit. Soil underneath entrance mats will be removed, rubber backing will be cleaned to prevent mats from shifting or “walking” and cleaned mats returned to their normal location.
  - d. Interim cleaning is low-moisture cleaning of the carpets and includes the use of properly applied spotting and encapsulation chemicals following the manufacturer’s recommendations. Interim cleaning is defined as the spot cleaning, pile lifting, vacuuming, and application and brushing in of encapsulating chemical followed by another complete vacuuming. Interim cleaning will be performed on a regular basis and more frequently in high traffic areas and will provide for carpets free of spots, accumulated dirt and grime. The nap of the carpet will be lifted with proper pile lifting and complete vacuuming, following a pattern that will give the carpet pile a clean and uniformly clean appearance, will be completed. Chairs, Receptacles, tables, benches and any other non-fixed items will be tipped or moved where necessary to allow for cleaning of the whole surface and will then be placed back into their original positions after the carpets are adequately dry. Fans and air movers will be used to ensure proper drying of carpets. Furniture will not be moved in a manner that results in damage to the furniture.
- 5) Ceramic and Vinyl Composition Tile Care Processes

Ceramic and vinyl composition tile will be maintained in such a manner as to promote longevity and will be left in a clean, orderly and safe condition. The end result of all tile floor cleaning procedures is to leave all surfaces free of dust, dirt soil, gum, cleaning agents, and all removable stains. Care will be taken to avoid damaging any tile floor surface irrespective of the method of cleaning technique employed.

- a. Tile floor surfaces which have been swept, mopped, or cleaned with an auto scrubber will present a uniformly clean appearance. Floors should be dry prior to any metal objects being placed back on the floor so as not to allow any rust to form on the floor. All cleaning solutions will be removed from baseboards, furniture, Receptacles, chairs, and other similar items. All furniture and small items in the area to be cleaned will be moved and replaced.
- b. Auto scrubbing is satisfactorily performed when all tile floor surfaces are without embedded dirt, cleaning solution, film, debris, stains and marks, or standing water, and the floor has a uniformly clean appearance. The method used must be sufficient to clean all grout and/or uneven tile floor surfaces. Tile floor surfaces should be pH neutral when scrubbing is complete. When cleaning with an auto scrubber, extra time needs to be considered for detail damp/wet mopping of corners, edges, around furniture, plants and

other obstacles, and picking up any water left behind from the machine.

- c. Tile floor finish removal (stripping) is accomplished when all visible floor surfaces, including surfaces that can be exposed by the removal of non-fixed furnishings, have all finish and/or sealer removed down to the flooring materials without causing damage, are free of all dirt, removable stains, deposits, debris, cleaning solution and standing water, and the tile floor has a uniform appearance when dry. Tile floors will be scrubbed with a machine equipped with a stripping pad, except those areas where the use of manual devices is necessary, such as along walls and in corners. The stripping solution and rinse water will be picked-up with a wet/dry vacuum following finish removal operation immediately; the tile floor surface will be left pH neutral. Care is to be taken to clean and leave no finish on window ledges, mullions, base boards, walls, doors, furniture, and other adjacent areas.
  - d. A finished tile floor application is satisfactorily completed when all old wax/polish has been completely removed, including in corners and along edges, and sufficient coats of wax/polish have been properly applied with enough drying time between each coat to assure that the reflectance will be uniform with no streaking, swirls, globs, bubbling, or yellowing. The use of sealer prior to wax application will only be allowed with prior approval; waxes not requiring sealer are preferred.
  - e. Finish recoating will be done in traffic areas where finish has worn and needs to be recoated. A satisfactorily recoated tile floor is scrubbed, cleaned and rinsed in preparation to recoat with more finish. Care will be taken to apply finish to worn areas of the floor and feathered into the areas where the finish is not worn, and not to add unneeded layers of finish long edges or in areas where it does not wear.
  - f. All finished tile floor areas will buffed to an acceptable sheen with a floor buffer or burnisher as needed to sufficiently maintain maximum gloss on flooring without a matte finish. All residual dust from this process will be removed from the edges, baseboards, and surrounding surfaces will be buffed.
  - g. A written maintenance log will be maintained and will at a minimum detail the number of base coats and finish coats applied and the duration between stripping and re-coat cycles. Copies of the tile floor maintenance log will be provided to the Contract Manager upon request.
- 6) Terrazzo Floor Care Processes

The above Ceramic and Vinyl Composition Tile Care Processes are also generally applicable to care of Terrazzo floors. However, due to the porosity of Terrazzo and increased reflectivity, these floors require additional specific treatments.

- a. Instead of the typical rotating-head scrubbers, battery-powered vibrating scrubbers may provide a more uniformly-cleaned surface with fewer anomalies. Surfaces should be dry mopped between scrubbing and immediately prior to using the scrubber.
- b. Burnishers are used after applying the wax to heat the flooring to make the surface more pliable allowing wax to evenly distribute and produce a brilliant shine. Electric or propane-

powered burnishers are acceptable. Terrazzo floors should be sprayed and rebuffered periodically to maintain the shine.

- c. Products such as the 3M Scotch guard Stone Floor Protector or equivalent require special polishing pads, but provide an exceptional shine.

#### 7) Concrete Floor Care Process

Concrete flooring will be maintained in such a manner as to promote longevity and will be left in a clean, orderly and safe condition. The end result of all concrete floor cleaning procedures is to leave all surfaces free of dust, dirt soil, gum, cleaning agents, and all removable stains. Concrete flooring which have been swept, mopped, pressure washed or cleaned with an auto scrubber will present a uniformly clean appearance.

#### E. Chemical Management

A readily-available MSDS will be organized with a table of contents to facilitate review or inspection by Authority at any time.

Manage and dispose of all chemical wastes (and wastes otherwise restricted from disposal as sanitary wastes,) at no cost to Authority. Solid wastes that exhibit no hazardous characteristics or contamination by regulated substances may be disposed of responsibly in available on-site Authority Receptacles or dumpsters. Recyclable materials should be collected and disposed of per the guidelines in Paragraph G, Recycling Program Collection Standards, below. No waste materials or effluent may be discharged outdoors or to Authority's storm water sewer system. Only wastewaters suitable for discharge to the sanitary sewer will be allowable. All sanitary sewer discharges will comply with Authority rules and regulations.

#### F. Garbage/Trash Disposal Standards

- 1) Garbage/Trash will be collected from all offices, hallways, public areas, and Receptacles in the Airport Terminal Facilities.
- 2) Garbage/Trash will be collected in a frequency so as to prevent the overflow of Receptacles.
- 3) All collected Garbage/Trash will be moved to dock area locations designated by Authority for disposal. Garbage/Trash will be collected in a cart and transported with the least amount of impact or inconvenience to Airport tenants, employees, and passengers. Garbage/Trash will not be left within the public view.
- 4) If Garbage/Trash is stockpiled for reduced frequency of trips to the dock areas, the stock piling will be done out of the public view and for no more than two hours and must be kept in a covered conveyance/cart. All employees will be properly trained in the operation of the compactors to ensure that Garbage/Trash is appropriately placed in the compactors and completely compacted to prevent clogging of debris.
- 5) Employees will be trained to not co-utilize elevators with the public while transporting Garbage/Trash. All Garbage/Trash carts will be kept clean, odor free, and well maintained. Tracking of oil, dirt, debris, salt, grease, wheel marks, or other outside substances into the Airport Terminal Facilities will be prevented at all times. All Garbage/Trash collection

containers will be cleaned on a regular basis to prevent offending odors and an unprofessional appearance.

#### G. Recycling Program Collection Standards

- 1) Recyclables collected from the public area recycling receptacles of the Airport Terminal Facilities will be placed in green-tinted plastic bag liners so that recyclable materials can be clearly identified and kept separate from collected Garbage/Trash.
- 2) All recyclables, including but not limited to, paper, newsprint, plastic, aluminum, and cardboard, will be transported to the dock areas or collection sites as designated by Authority. The bags containing recycled materials will be emptied into the designated collection containers upon delivery to the collection area and the bags themselves will be disposed of as trash. Additionally, any bag appearing to contain material contaminated by more than 10% non-recyclable materials will be disposed of as trash and not placed in the recycling collection containers.
- 3) Employees will be trained to not co-utilize elevators with the public while transporting recyclables. All carts will be kept clean, odor free, and well maintained. Tracking of oil, dirt, debris, salt, grease, wheel marks, or other outside substances into the Airport Terminal Facilities will be prevented at all times. All Waste Receptacles containers will be cleaned on a regular basis to prevent offending odors and an unprofessional appearance.
- 4) Cardboard will be collected separately and transported to the dock areas and compacted in the designated cardboard compactor. All employees will be properly trained in the operation of the compactors to ensure that cardboard is appropriately placed in the compactors and completely compacted to prevent clogging of debris.
- 5) Future recycling, composting or program enhancements that Authority implements including, but not limited to, changes in the recycling materials, segregation approach, locations and types of recycling receptacles and volume of materials generated will be adhered to and supported.

#### H. Policing Services Standards

Policing services of all public areas of the Airport Terminal Facilities includes, but is not limited to, curbside pick-up / drop-off areas, restrooms, public seating areas, smoking rooms, gate hold areas, ramps, and hallways. Policing frequencies will be adjusted by Company to maintain the appearance standards to accommodate the conditions and usage patterns in the Airport Terminal Facilities. Policing will be done as outlined to ensure the Airport Terminal Facilities present a clean image to the traveling public and other users, free of dust, dirt, debris, scuff marks, stains, soil, film, wet spills, and odors.

### 2. Sustainable Cleaning Standards and Processes

#### A. Environmentally Preferred Cleaning

Environmentally preferred cleaning includes the use of products or services that have a lesser or reduced negative effect on human health and the environment when compared with competing products or services that serve the same purpose.

- 1) Chemicals that avoid solvent based additives will be used unless preauthorized by the Contract Manager and will meet the criteria of either Green Seal standard GS-37 “Industrial and Institutional Cleaners” and/or DFE (Designed for Environment) standards.
- 2) Paper products, hand soap, and trash liners will be recycled-content products that meet the EPA recovered-content criteria (Comprehensive Procurement Guidelines – CPG) and should be selected wherever possible.
- 3) Paper and trash liner products must meet Authority specifications and meet the EPA recovered-content CPG criteria.

B. Low Environmental-Impact Cleaning

It is preferred to use cleaning practices, associated Cleaning Agents and supply purchases to promote sustainability and improve building safety and occupant well-being. This ensures that all cleaning procedures, equipment, Cleaning Agents, and janitorial supplies in use at Airport Terminal Facilities assure a clean and safe building, reduce the risk of toxic chemical exposure to janitorial staff and Airport Terminal Facilities occupants, and maintain healthy air quality. Only Cleaning Agents, materials, supplies and equipment which meet the criteria of the United States Green Building Councils’ (USGBC) Leadership in Energy and Environmental Design-Existing Building Operations and Maintenance (LEED-EB O&M) should be used.

C. Sustainable Cleaning Systems

The use of sustainable cleaning systems protects the environment and protects occupant exposure to toxic materials by reducing the overall need for janitorial staff to clean with chemicals. Wherever feasible, use of microfiber dust mopping of floors and dusting cleaning of hard surfaces should be employed, which in conjunction with the entryway systems, use of HEPA filters, and a daytime vacuum program to eliminate pollutants, reduce the need for wet/chemical cleaning. Concentrated Cleaning Agents will be diluted on site wherever available to reduce energy use involved with the transportation of the product and resource conservation from reduced packaging. The use of sustainable Cleaning Agents meeting the requirements set forth in LEED-EB O&M, ensures that volatile organic compound (VOC) limits are reduced. This improves indoor air quality in the Airport Terminal Facilities, reduces ground ozone formation, releases no ozone-depleting chemicals and reduces the risk of janitorial staff and Airport Terminal Facilities occupants to toxic chemical exposure.

D. Sustainable Cleaning Operating Procedures

Standard operating procedures will be in place and followed which reflect the core principles of sustainable cleaning. Procedures will address how janitorial cleaning, hard floor maintenance, and carpet maintenance will be consistently implemented, managed, and audited. Procedures should also include proactive strategies to reduce contaminant infiltration at the source such as walk-off mats and daytime vacuuming.

E. Environmental Health and Safety Regulations Compliance

All Federal, State, and local health, safety and environmental regulations must be complied with including Occupational Health and Safety Act (OSHA) requirements under the Hazard Communication Standard and the EPA Resource Conservation and Recovery Act (RCRA). Chemical

storage on site should be limited and chemicals must be stored safely with appropriate spill response equipment, procedures, and staff training.

F. Chemical Concentrations and Dilution Systems

Concentrated Cleaning Agents should be diluted on site; however, when applicable, concentrated Cleaning Agents that are packaged in “ready-to- dispense” (RTD) or other appropriate dilution systems are acceptable. All product dilution/dispensing systems will be pre-approved by the Contract Manager. Concentrated packaging systems are used to dilute and dispense a wide variety of concentrated cleaning solutions, from general purpose cleaners and glass cleaners to floor cleaners and restroom cleaners. The use of such Cleaning Agents reduces green-house gas emissions associated with transport of bulkier, “ready-to-use” Cleaning Agents.

[The remainder of this page was intentionally left blank]

Exhibit C  
Cleaning Standards for Airport Non-Terminal Facilities

Company will perform Services for Non-Terminal Facilities in accordance with the terms and conditions of this Contract, Exhibit A, Scope of Work and this Exhibit C.

A. Service Area

1. Airport Support Facility

Purpose	Authority vehicle maintenance, landscaping and projects.
Location	4812 N. West Shore Blvd, Tampa, FL 33614
Access	Interlocking gate padlocks and Authority issued security badges.
Cleanable square footage	7,428 sq. ft.
Cleaning area	Offices, meeting rooms, break rooms, exercise room, hallways, entryways, restrooms and administrative areas.
Non-cleanable area	Maintenance shops and storage rooms except upon request.

Cleaning schedule	Cleaning tasks
Daily Cleaning (Monday through Friday, start at 5:00 p.m.)	<ol style="list-style-type: none"> <li>1. Floors:               <ol style="list-style-type: none"> <li>a. Hard floors swept or dusted with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>b. Carpet and mats vacuumed and spot cleaned.</li> <li>c. Quarry tile moped.</li> </ol> </li> <li>2. Restrooms:               <ol style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Waste receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or Airport Operations Center (AOC) upon discovery.</li> </ol> </li> <li>3. Receptacles:               <ol style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Ashtray emptied and wiped clean in smoking areas.</li> <li>c. Plastic liners furnished and replaced.</li> </ol> </li> </ol>
Daily Cleaning (cont.)	

(Monday through Friday, start at 5:00 p.m.)	<ol style="list-style-type: none"> <li>4. Glass: <ol style="list-style-type: none"> <li>a. Windows will be spot cleaned.</li> <li>b. Entrance doors will be cleaned daily.</li> </ol> </li> <li>5. Break Area/Meeting Room: <ol style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter area and sink cleaned.</li> <li>c. Dish soap replenished.</li> </ol> </li> <li>6. Drinking Fountain(s), if installed: <ol style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain will be clean and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces will be kept clean and free of streaks, water spots and stains.</li> </ol> </li> <li>7. Janitorial Closet, if available: <ol style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and free from trash.</li> <li>c. Kept free of unauthorized storage items.</li> </ol> </li> <li>8. Vending Machine Areas, if installed: <ol style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ol> </li> </ol>
Weekly	<p>Office Area:</p> <ol style="list-style-type: none"> <li>1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture dusted with dust control treated cloths; all letter files, phones and other items shall be moved, dusted under and returned to their original position. Note: Computers, electronic devices and personal items will are not cleaned.</li> <li>2. Walls spot cleaned.</li> <li>3. Microwave, if installed, cleaned inside/out.</li> </ol>
Monthly	<ol style="list-style-type: none"> <li>1. Window sills, low ledges, moldings, picture frames, high dusting (webs).</li> <li>2. Wipe walls in break area and reception area hallway.</li> <li>3. Restroom stainless steel materials (metal and bright work) will be stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> </ol>
Monthly (cont.)	
Quarterly	<ol style="list-style-type: none"> <li>1. Tile stripped and waxed.</li> <li>2. Restroom floor tile machine scrubbed.</li> <li>3. Refrigerator cleaned, if installed.</li> </ol>
Semi-Annual	<ol style="list-style-type: none"> <li>1. Carpets shampooed</li> </ol>



--	--

2. Cell Phone Waiting Lot

Purpose	Paved parking lot area with restroom facilities used to wait for arriving passengers
Location	5302 Economy Parking Road, Tampa, FL 33607
Access	Access gate is open 24 hours per day, seven days per week
Cleanable square footage	855 sq. ft.
Cleaning area	Restrooms, storage room, and covered front sidewalk
Non-cleanable area	Paved parking area

Cleaning schedule	Cleaning tasks
<p>Regular Cleaning Hourly restroom policing 6:00 am thru 11:00 pm</p>	<ol style="list-style-type: none"> <li>1. Restrooms:               <ol style="list-style-type: none"> <li>a. Interior surfaces of toilets and urinals cleaned with a phosphoric acid or citric acid based bowl cleaner.</li> <li>b. Exterior surfaces of toilets and urinals cleaned with a mildly abrasive cleanser and rinsed with a germicidal solution that will be allowed to stay in contact with the surfaces a minimum of 10 minutes.</li> <li>c. Interior trash receptacles will be emptied. Those without plastic liners or with torn plastic liners cleaned with germicidal cleaner. Exterior clean and free of spots.</li> <li>d. Mirrors cleaned with a good quality glass cleaner.</li> <li>e. Floor mopped with a disinfectant solution. The mopping solution will be disposed of down the floor drain. The floor will be rinsed with clean water with no free standing water left on the floor. The floor will be spot cleaned as a minimum on the second and third visit.</li> <li>f. Stalls and partitions cleaned and disinfected at 6:00 a.m., wiped down as needed at 11:00 a.m. and 4:00 p.m. and cleaned and disinfected at 9:00 p.m.</li> <li>g. Paper products, hand soap and liners replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ol> </li> <li>2. Receptacles will not be allowed to overflow.</li> <li>3. Covered Front Sidewalk:               <ol style="list-style-type: none"> <li>a. Swept clean.</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. Trash removed.</li> </ul> <p>4. Drinking Fountain(s), if installed:</p> <ul style="list-style-type: none"> <li>a. Clean and free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain clean and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces will be kept clean and free of streaks, water spots and stains.</li> </ul> <p>5. Seating Areas: All furniture surfaces, table tops, counters and seats will be wiped clean as necessary. Deep cleaning of problem areas will be conducted after normal operating hours.</p> <p>6. Janitorial Closet, if available:</p> <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Free of unauthorized storage items.</li> </ul> <p>7. Vending Machine Areas, if installed:</p> <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> <li>c. Ashtrays emptied and wiped clean in smoking areas.</li> </ul>
Monthly	1. Stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.
Three times per year	1. Covered front sidewalk area pressure washed.
Semi-Annual	<p>1. Restrooms</p> <ul style="list-style-type: none"> <li>a. Walls power washed and spot cleaned.</li> <li>b. Floor tile stripped and waxed.</li> <li>c. Grout cleaned and sealed.</li> </ul>

### 3. Central Warehouse

Purpose	Authority inventory storage
Location	5008 N. Westshore Blvd, Tampa, FL 33614
Access	Keys and Authority issued security badges. Contact Airport Operations Center upon arrival to begin work and upon departure.
Cleanable square footage	6,273 sq. ft.
Cleaning area	Offices, hallways, entryway, break room, meeting room, restrooms, storage rooms and outside steps.
Non-cleanable area	Warehouse inventory storage area

Cleaning schedule	Cleaning tasks
<p>Twice per week (Tuesday and Friday, start after 4:30 p.m.)</p>	<ol style="list-style-type: none"> <li>1. Floors: <ol style="list-style-type: none"> <li>a. Hard floors mopped.</li> <li>b. Carpet, mats vacuumed and spot cleaned.</li> </ol> </li> <li>2. Dusting: <ol style="list-style-type: none"> <li>a. Desks, filing cabinets, bookcases, chairs tables and other office furniture, dusted with dust control treated cloths. All letter files, phones and other items shall be moved, dusted under and returned to their original position.</li> <li>b. Windowsills, low edges, moldings, picture frames, high dusting (ceiling light fixtures, ceiling corners).</li> </ol> </li> <li>3. Glass: <ol style="list-style-type: none"> <li>a. Windows spot cleaned.</li> <li>b. Entrance doors cleaned.</li> </ol> </li> <li>4. Drinking Fountain(s), if installed: <ol style="list-style-type: none"> <li>a. Cleaned, and free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ol> </li> </ol>
<p>Every Two Weeks</p>	<ol style="list-style-type: none"> <li>1. Restrooms: <ol style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ol> </li> <li>2. Receptacles: <ol style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Plastic liners furnished and replaced.</li> </ol> </li> <li>3. Break Area and Meeting Room: <ol style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter area and sink cleaned.</li> <li>c. Microwave, if installed, cleaned inside/out.</li> </ol> </li> <li>4. Covered Front Sidewalk:</li> </ol>

	<ul style="list-style-type: none"> <li>a. Swept clean</li> <li>b. Trash removed.</li> </ul> <p>5. Drinking Fountain(s), if installed:</p> <ul style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain will be clean and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces will be kept clean and free of streaks, water spots and stains.</li> </ul> <p>6. Janitorial Closet, if available:</p> <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Kept free of unauthorized storage items.</li> </ul> <p>7. Vending Machine Areas, if installed:</p> <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul>
Monthly	1. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.
Quarterly	1. Floors stripped and waxed with four coats.
Semi-annual	<ul style="list-style-type: none"> <li>1. Restroom floor tile machine scrubbed.</li> <li>2. Refrigerator cleaned, if installed.</li> </ul>
Annual	<ul style="list-style-type: none"> <li>1. Lost and found storage room deep cleaned including inside windows and window frames.</li> <li>2. Archive storage room deep cleaned including inside windows and window frames.</li> </ul>

4. Federal Inspection Service (FIS) at Air Cargo

Purpose	Process international cargo.
Location	4662 Air Cargo Road, Suite 1200, Tampa, FL 33614
Access	Access coordinated with FIS staff
Cleanable square footage	2,514 sq. ft.
Cleaning area	Offices, meeting rooms, break rooms, hallways, entryways, restrooms and administrative areas
Non-cleanable area	Dog kennel

Cleaning schedule	Cleaning tasks
Daily	1. Restrooms

<p>(Monday through Friday, starting at 4:30 p.m.)</p>	<ul style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ul> <p>2. Receptacles</p> <ul style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Plastic liners furnished and replaced.</li> </ul> <p>3. Glass</p> <ul style="list-style-type: none"> <li>a. Entrance door glass cleaned.</li> <li>b. Front partition glass spot cleaned.</li> </ul> <p>4. Break Area</p> <ul style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter tops and fronts wiped.</li> <li>c. Coffee pots and filters cleaned.</li> <li>d. Sink cleaned and shined.</li> <li>e. Microwave, if installed, cleaned inside/out.</li> <li>f. Floors swept and mopped.</li> </ul>
<p>Three times per week</p>	<ul style="list-style-type: none"> <li>1. Floors <ul style="list-style-type: none"> <li>a. Hard floors swept or dusted with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>b. Office floors mopped.</li> <li>c. Carpet and mats vacuumed and spot cleaned.</li> </ul> </li> <li>2. Janitorial Closet, if available: <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Kept free of unauthorized storage items.</li> </ul> </li> <li>3. Vending Machine Areas, if installed: <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul> </li> </ul>
<p>Weekly</p>	<ul style="list-style-type: none"> <li>1. Drinking Fountain(s), if installed: <ul style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ul> </li> </ul>

Monthly	<ol style="list-style-type: none"> <li>1. Front partition glass cleaned inside and outside.</li> <li>2. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> <li>3. Refrigerator cleaned, if installed.</li> </ol>
Bi-weekly	<ol style="list-style-type: none"> <li>1. Dusting <ol style="list-style-type: none"> <li>a. Desks, filing cabinets, bookcases, chairs, tables and other office furniture, dusted with dust control treated cloths.</li> <li>b. All letter files, phone and other items shall be moved, dusted under and returned to their original position.</li> <li>c. Windowsills, low ledges, moldings, picture frames, and high dusting (cobwebs), dusted with dust control treated cloths.</li> <li>d. Office machines dusted upon request.</li> </ol> </li> </ol>
Annual	<ol style="list-style-type: none"> <li>1. Floors stripped and waxed with four coats of wax.</li> <li>2. Restroom floor tile machine scrubbed.</li> <li>3. Carpet cleaned.</li> </ol>

5. Federal Inspection Service (FIS) at General Aviation

Purpose	Process inbound and outbound international passengers.
Location	4755 Jim Walter Blvd., Tampa, FL 33607
Access	Coordinated with FIS.
Cleanable square footage	2,710 sq. ft.
Cleaning area	Offices, break rooms, exercise room, hallways, entryways, restrooms and administrative areas

Cleaning schedule	Cleaning tasks
Tuesday and Friday, 3:00 p.m. or later	<ol style="list-style-type: none"> <li>1. Floors swept with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>2. Seating Areas: All furniture surfaces, table tops, counters and seats wiped clean as necessary. Deep cleaning of problem areas will be conducted after normal operating hours.</li> <li>3. Carpet and mats vacuumed and spot cleaned.</li> <li>4. Restrooms <ol style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> </ol> </li> </ol>

Tuesday and Friday (cont.) 3:00 p.m. or later	<ul style="list-style-type: none"> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ul> <p>5. Receptacles:</p> <ul style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Plastic liners furnished and replaced.</li> </ul> <p>6. Glass doors cleaned.</p>
Weekly	<ol style="list-style-type: none"> <li>1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture, dusted with dust control treated cloths.</li> <li>2. All letter files, phone and other items moved, dusted under and returned to their original position.</li> <li>3. Janitorial Closet, if available: <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Free of unauthorized storage items.</li> </ul> </li> <li>4. Vending Machine Areas, if installed: <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul> </li> <li>5. Drinking Fountain(s), if installed: <ul style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ul> </li> </ol>
Monthly	<ol style="list-style-type: none"> <li>1. Window sills, low ledges, molding, picture frames and high dusting (cobwebs).</li> <li>2. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> </ol>
Semi-Annual	<ol style="list-style-type: none"> <li>1. Restroom floor tile machine scrubbed.</li> <li>2. Foyer floor tile machine scrubbed.</li> <li>3. Carpet cleaned in all areas.</li> </ol>

6. Police Canine Facility

Purpose	Authority Police complex
Location	5020 N. Westshore Blvd, Tampa, FL 33614
Access	Police escort

Cleanable square footage	2,140 sq. ft.
Cleaning area	Offices, training room, restrooms, hallways, entryway and dog kennels (only upon request)

Cleaning schedule	Cleaning tasks
Daily (Monday through Friday, 8:00 a.m. to 5:00 p.m).	<ol style="list-style-type: none"> <li>1. Floors: <ol style="list-style-type: none"> <li>a. Hard floors swept or dusted with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>b. Carpet / mats Vacuumed and spot cleaned.</li> </ol> </li> <li>2. Restrooms: <ol style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ol> </li> <li>3. Receptacles: <ol style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Ashtray emptied and wiped clean in smoking areas.</li> <li>c. Plastic liners furnished and replaced.</li> </ol> </li> <li>4. Glass: <ol style="list-style-type: none"> <li>a. Windows spot cleaned.</li> <li>b. Entrance doors cleaned daily.</li> </ol> </li> <li>5. Break Area/Meeting Room: <ol style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter area and sink cleaned.</li> <li>c. Dish soap replenished.</li> </ol> </li> </ol>
Weekly	<p>Office Area:</p> <ol style="list-style-type: none"> <li>1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture dusted with dust control treated cloths; all letter files, phones and other items moved, dusted under and returned to their original position. Note: Computers, electronic devices and personal items are not cleaned.</li> <li>2. Janitorial Closet, if available: <ol style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and free from trash.</li> <li>c. Kept free of unauthorized storage items.</li> </ol> </li> </ol>



	<ol style="list-style-type: none"> <li>3. Vending Machine Areas, if installed: <ol style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ol> </li> <li>4. Drinking Fountain(s), if installed: <ol style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ol> </li> <li>5. Break room microwave, if installed, cleaned inside and out.</li> </ol>
Monthly	<ol style="list-style-type: none"> <li>1. Window sills, low ledges, moldings, picture frames, high dusting (ceiling light fixtures, ceiling corners, cobwebs).</li> <li>2. Walls in break area and reception area hallway wiped down.</li> <li>3. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> </ol>
Semi-Annual (one night per week)	<ol style="list-style-type: none"> <li>1. Hard floors (VCT) stripped and waxed.</li> <li>2. Refrigerator cleaned, if installed.</li> <li>3. Carpets shampooed.</li> <li>4. Dog kennels pressure washed and disinfected.</li> </ol>

7. Consolidated Ground Transportation Facility

Purpose	Taxicabs wait to be called by dispatcher to pick up passengers at the Main Terminal
Location	5315 Airport Service Road, Tampa, FL 33607
Access	No restriction
Cleanable square footage	2,856 sq. ft.
	Daily:
Cleaning area	Restrooms, storage room, and covered front sidewalk area
Non-cleanable area	Paved parking area

Cleaning schedule	Cleaning tasks
Daily Cleaning  5:00 AM – 6:00 am; 8:00 am– 9:00 am; 11:00 am – 12:00 pm;	<ol style="list-style-type: none"> <li>1. Policing and General Cleanup: <ol style="list-style-type: none"> <li>a. Driveway.</li> <li>b. Parking area.</li> <li>c. Grass areas (including behind the facility).</li> </ol> </li> </ol>

<p>2:00 pm – 3:00 pm; 5:00 pm– 6:00 PM; 8:00 pm – 9:00 pm</p>	<ol style="list-style-type: none"> <li>2. Receptacles emptied, including 55 Gallon receptacles in driveway and around pavilion. Receptacles will not be allowed to overflow.</li> <li>3. Walkways and sidewalks swept.</li> <li>4. Tables and water fountain cleaned.</li> <li>5. Seating Areas: All furniture surfaces, table tops, counters and seats wiped clean as necessary. Deep cleaning of problem areas will be conducted after normal operating hours.</li> <li>6. Restrooms: <ol style="list-style-type: none"> <li>a. Interior surfaces of toilets and urinals cleaned with a phosphoric acid or citric acid based bowl cleaner.</li> <li>b. Exterior surfaces of toilets and urinals cleaned with a mildly abrasive cleanser and rinsed with a germicidal solution that will be allowed to stay in contact with the surfaces a minimum of 10 minutes.</li> <li>c. Floors swept and mopped (a minimum of two times per day).</li> <li>d. Mirrors cleaned with a good quality glass cleaner.</li> <li>e. Receptacles emptied. Those without plastic liners or with torn plastic liners cleaned with germicidal cleaner. Exterior clean and free of spots and streaks.</li> <li>f. Restrooms stocked with good quality soap and toilet paper.</li> </ol> </li> <li>7. Pavilion Seating Area: <ol style="list-style-type: none"> <li>a. Concrete floor swept and debris removed.</li> <li>b. Floors mopped (minimum once a day).</li> <li>c. Tabletops and benches wiped down with neutral detergent (minimum two times a day).</li> <li>d. Receptacles emptied into City of Tampa supplied container (minimum two times a day).</li> <li>e. Dust Ceiling fans – monthly.</li> </ol> </li> <li>8. Drinking Fountain(s), if installed: <ol style="list-style-type: none"> <li>a. Clean and free of streaks, stains, spots, smudges, scale, and other removable soil.</li> <li>b. Present a uniformly bright appearance.</li> <li>c. Polished metal surfaces including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>d. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ol> </li> </ol>
<p>Weekly</p>	<ol style="list-style-type: none"> <li>1. Doors and screens cleaned and dusted.</li> <li>2. Janitorial Closet, if available: <ol style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Kept free of unauthorized storage items.</li> </ol> </li> </ol>

	<ol style="list-style-type: none"> <li>3. Vending Machine Areas, if installed: <ol style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ol> </li> </ol>
Monthly	<ol style="list-style-type: none"> <li>1. Ceiling fans dusted.</li> <li>2. Stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> <li>3. Restroom wall and ceiling vents cleaned once per month.</li> </ol>

**B. Extra Work**

1. Authority’s Contract Manager may order additions, deletions or revisions to the Scope of Work as necessary to meet Authority objectives. In the event the changes result in Extra Work charges to Authority, Company will be paid in accordance with Section 4.01 of the Contract and an Extra Work Order will be issued by the Contract Manager to document the requested Extra Work.
2. If a satisfactory cost for the Extra Work or time to perform the Extra Work cannot be reached, Authority may terminate the Contract as it applies to the Extra Work in question and make such arrangements as may be deemed necessary to complete the Extra Work.

**C. Minimum Cleaning Standards**

Company will be required to meet or exceed the minimum cleaning standards listed below. The following standards are not to be construed as exhaustive. Any standards not specifically included, but found necessary to properly clean or care for the Service Area, including but not limited to, all flooring, glass, walls, metal, bright work and other surfaces, will be included as though written into these standards.

**1. Cleaning Terms**

- a. Clean and polished appearance means free from dirt, dust, stickers, stains, streaks, lint, cleaning marks, smudges, adhered foreign substances, gum, cobwebs, grease, oil and grime with no evidence of surface spoilage or spotting resulting in surface reflections that are distinct without variance.
- b. Safe condition means all potential hazards have been temporarily barricaded to ensure public safety or the hazard has been removed/remediated and the potential hazard has been reported to Authority.
- c. Uniformly clean appearance means all surfaces are free from dirt, dust, stickers, stains, streaks, lint, cleaning marks, smudges, adhered foreign substances, gum, cobwebs, grease, oil and grime with no evidence of surface spoilage or spotting.
- d. Uniformly bright appearance means all polished metal surface reflections are distinct without variance.

2. Cleaning Activity Definitions and Requirements

<b>Cleaning Activity</b>	<b>Surface</b>	<b>Cleaning Definition</b>	<b>Additional Cleaning Activity Requirements</b>
Damp/wet mopping	Floors	Free of dirt, dust, marks, film, streaks, debris, and/or standing water.	A sufficient number of barricades, traffic cones and proper slip hazard signs will be provided for each floor area being cleaned to adequately protect public and/or passersby.
Dust mopping	Floors	Free of all dirt, dust, lint and debris.	Microfiber mops will be used to reduce air-borne contaminants. All hard floors will be dust mopped each night, including under all furniture and behind all pottery, Receptacles, machines, and other interferences. Items moved for cleaning or found to be out of place will be returned to original positions.
Dusting	All surfaces	Free of all dirt and dust, streaks, lint and cobwebs.	Dusting will be accomplished with proper cloths and apparatus. All sensitive and electronic surfaces will be avoided. No personal or individual office equipment or supplies will be moved or disturbed. This includes dust resulting from construction activities.
Glass cleaning	Glass	Free from streaks, drips, mildew, fingerprints, film, deposits, and stains and have a uniformly bright appearance. Adjacent surfaces will be wiped clean and free from moisture including mullions, window sills, sunshades, and louvers.	Glass cleaning will be accomplished with the least possible interference to Airport passengers and operations.
Graffiti removal	Surfaces on the interior and exterior of the Airport Non-Terminal Facilities	Free of all graffiti and the surface is in its original condition.	Removed as soon as the graffiti is discovered and/or reported. Report any gang, violent, or hate related graffiti to the Airport Control Center and/or verify a report was made before removing the graffiti.
Metal cleaning	Polished Metal / Bright Work	Free from deposits, tarnish, spots, smudges, streaks and with a uniformly bright appearance.	Cleaning agent is to be removed from all adjacent surfaces and surrounding finishes will not be damaged. Apply food-grade mineral oil only.

<b>Cleaning Activity</b>	<b>Surface</b>	<b>Cleaning Definition</b>	<b>Additional Cleaning Activity Requirements</b>
Metal cleaning (cont.)	Matte Finished Metal	Free from deposits, tarnish, spots, and smudges.	Cleaning agent is to be removed from all adjacent surfaces and surrounding finishes will not be damaged. Apply food-grade mineral oil only.
Plumbing Fixtures and Dispenser Cleaning	Toilets, sink basins, urinals, and faucets, and dispensers	Free of all deposits so that the item is left without dust, streaks, film, odor or stains and has a bright and uniform appearance.	Care will be taken to ensure that cleaning chemicals do not harm, dull or mark chrome finishes, do not scratch porcelain fixtures, and do not harm or stain finishes of walls or stalls.
Policing	Surfaces on the interior and exterior of the Airport Non-Terminal Facilities	Free of trash, litter, debris and other foreign objects, resulting in a neat appearance.	Policing services (Policing) will be accomplished with the least possible interference to Airport passengers and operations.
Shampooing	Carpet	Free of dirt, grime, spills, and stains.	Hot water extraction of the carpets. Machine hot water cleaning with scrubber.
Spot cleaning	Carpet, fabrics, vinyl and all other surfaces	Free of all stains, gum, food debris, sticky substances, spills, deposits, Garbage/Trash, and any other foreign substances, leaving a uniform appearance.	Cleaning Agents will not harm the carpet or fabric fibers and will ensure complete spot cleaning in accordance with manufactures specifications. Adjacent surfaces will be protected or cleaned following the spot cleaning.
Sweeping	Floors	Free of all dirt, dust, gum, grit, lint and debris.	
Vacuuming	Carpet	Free from soil and debris.	Vacuumed fibers are cleaned to protect pile from matting using a machine with cylindrical brushing action. Effective vacuuming requires multiple, slow deliberate passes to ensure the removal of soil and dust at and/or below the carpet surface. Only commercial dual motor driven vacuums with bristle beater bars and HEPA filtration will be used. Back pack and canister vacuum cleaners will be allowed only when used with a powered head.
Wall cleaning	Walls, exposed pipes and equipment	Free from dirt, stains, streaks, dust, stickers, lint, cleaning marks, deposits, bright and a uniformly clean	Painted surfaces must not be unduly damaged.

		appearance.	
--	--	-------------	--

3. Floor Care Standards

The carpet and hard floor care processes and Cleaning Schedule will be approved by the Contract Manager. The Authority will have the right to approve and make suggested changes to the Cleaning Schedule. Company will maintain documentation to demonstrate the proper carpet and hard floor care processes have been performed and the Cleaning Schedule has been met.

a. Cleaning Agents and Equipment

All carpet and hard floor Cleaning Agents and equipment will be pre-approved by the Contract Manager. Manufacturer’s floor cleaning recommendations for the Cleaning Agents and equipment will be closely followed. The equipment will be in good repair at all times.

If floor care is determined by the Contract Manager to not meet the floor care minimum standards and the discrepancy is caused by improper procedures, Cleaning Agents or equipment used, the deficiency will be corrected within 48 hours of notification of the discrepancy. Testing of new Cleaning Agents and/or equipment will be coordinated through the Contract Manager.

b. Barricades

A sufficient number of barricades, traffic cones and slip hazard signs approved by the Contract Manager will be provided for each floor area being cleaned to adequately protect the public. All barricades, traffic cones and signage will be professionally designed for its intended use and will meet all OSHA safety standards. All signage will have symbols on signage that meet International Standards developed by ISO, available at [http://www.iso.org/iso/graphical-symbols\\_booklet.pdf](http://www.iso.org/iso/graphical-symbols_booklet.pdf). All barricades and directional equipment will be maintained to provide a clean appearance.

c. Drain Maintenance

Water will be strained from machines prior to water being poured down any sink drain. The straining device/method will be pre-approved by Authority’s Contract Manager. Floor drains or screens in any sink will not be removed. Liquid will be maintained in P-traps to prevent odors.

d. Carpet Care Processes

1) Carpets will be maintained in such a manner as to promote longevity and will be left in a clean, orderly and safe condition. Carpets will be spot cleaned to mitigate stains from becoming permanent. All stains, gum, food, debris, sticky substances, vomit, trash, bio-hazard spills, and other substances will be removed from the carpet using a properly diluted cleaning solution. Care will be taken to use a Cleaning Agent that will not harm the carpet fibers and ensure complete surface removal. The adjacent surfaces will be protected or cleaned following the spot removal operation. Damaged carpet will be reported to the AOC and also to the Contract Manager with a description of the damage and location.

2) All vacuuming will be done with an upright vacuum with active vacuum and cylindrical

brushing action. Stained areas will be treated with spot cleaning solutions in accordance with the carpet manufacturer's recommendations. The spot cleaning process will be performed until as much of the stain as possible has been removed. Pile lifting is an integral part of carpet cleaning in high traffic areas and is required in all Airport Non-Terminal Facilities and heavy traffic areas before the extraction process.

The hot-water extraction process will be performed as needed to maintain the minimum carpet cleaning standards over the entire carpeted surface and in accordance with the carpet manufacturer's recommendations to remove embedded dirt and grime, to lift carpet pile, and to return carpets to a clean, bright and uniform appearance. Equipment with a cylindrical action will be utilized for cleaning, extracting, pile lifting and vacuuming to prevent damage to carpet fibers. The practice of using rotary bonnet equipment for cleaning or drying of carpet is typically not allowed and requires approval by the Contract Manager.

Chairs, Receptacles, tables, benches and any other non-fixed items will be tipped or moved where necessary to allow for cleaning of the whole surface and will then be placed back into their original positions after the carpets are adequately dry. Fans and air movers will be used to ensure proper drying of carpets.

- 3) Interior and exterior walk-off mats will be vacuumed and cleaned and will be free of all visible lint, litter and soil. Carpet style entrance mats will be vacuumed to remove soil and dirt and to restore resiliency of the carpet pile. Rubber or polyester entrance mats will be swept, vacuumed, extracted or hosed down and then dried to remove soil and grit. Soil underneath entrance mats will be removed, rubber backing will be cleaned to prevent mats from shifting or "walking" and cleaned mats returned to their normal location.
- e. Ceramic and Vinyl Composition Tile Care Processes
- Ceramic and vinyl composition tile will be maintained in such a manner as to promote longevity and will be left in a clean, orderly and safe condition. The end result of all tile floor cleaning procedures is to leave all surfaces free of dust, dirt soil, gum, cleaning agents, and all removable stains. Care will be taken to avoid damaging any tile floor surface irrespective of the method of cleaning technique employed.
- 1) Tile floor surfaces which have been swept, mopped, or cleaned with an auto scrubber will present a uniformly clean appearance. Floors should be dry prior to any metal objects being placed back on the floor so as not to allow any rust to form on the floor. All cleaning solutions will be removed from baseboards, furniture, Receptacles, chairs, and other similar items. All furniture and small items in the area to be cleaned will be moved and replaced.
  - 2) Auto scrubbing is satisfactorily performed when all tile floor surfaces are without embedded dirt, cleaning solution, film, debris, stains and marks, or standing water, and the floor has a uniformly clean appearance. The method used must be sufficient to clean all grout and/or uneven tile floor surfaces. Tile floor surfaces should be pH neutral when scrubbing is complete. When cleaning with an auto scrubber, extra time needs to be considered for detail damp/wet mopping of corners, edges, around furniture, plants and

other obstacles, and picking up any water left behind from the machine.

- 3) Tile floor finish removal (stripping) is accomplished when all visible floor surfaces, including surfaces that can be exposed by the removal of non-fixed furnishings, have all finish and/or sealer removed down to the flooring materials without causing damage, are free of all dirt, removable stains, deposits, debris, cleaning solution and standing water, and the tile floor has a uniform appearance when dry. Tile floors will be scrubbed with a machine equipped with a stripping pad, except those areas where the use of manual devices is necessary, such as along walls and in corners. The stripping solution and rinse water will be picked-up with a wet/dry vacuum following finish removal operation immediately; the tile floor surface will be left pH neutral. Care is to be taken to clean and leave no finish on window ledges, mullions, base boards, walls, doors, furniture, and other adjacent areas.
  - 4) A finished tile floor application is satisfactorily completed when all old wax/polish has been completely removed, including in corners and along edges, and sufficient coats of wax/polish have been properly applied with enough drying time between each coat to assure that the reflectance will be uniform with no streaking, swirls, globs, bubbling, or yellowing. The use of sealer prior to wax application will only be allowed with prior approval; waxes not requiring sealer are preferred.
  - 5) Finish recoating will be done in traffic areas where finish has worn and needs to be recoated. A satisfactorily recoated tile floor is scrubbed, cleaned and rinsed in preparation to recoat with more finish. Care will be taken to apply finish to worn areas of the floor and feathered into the areas where the finish is not worn, and not to add unneeded layers of finish long edges or in areas where it does not wear.
  - 6) All finished tile floor areas will buffed to an acceptable sheen with a floor buffer or burnisher as needed to sufficiently maintain maximum gloss on flooring without a matte finish. All residual dust from this process will be removed from the edges, baseboards, and surrounding surfaces will be buffed.
  - 7) A written maintenance log will be maintained and will at a minimum detail the number of base coats and finish coats applied and the duration between stripping and re-coat cycles. Copies of the floor maintenance log will be provided to the Contract Manager upon request.
- f. Concrete Floor Care Process
- Concrete flooring will be maintained in such a manner as to promote longevity and will be left in a clean, orderly and safe condition. The end result of all concrete floor cleaning procedures is to leave all surfaces free of dust, dirt soil, gum, cleaning agents, and all removable stains. Concrete flooring which have been swept, mopped, pressure washed or cleaned with an auto scrubber will present a uniformly clean appearance.

#### 4. Chemical Management

A readily-available MSDS will be organized with a table of contents to facilitate review or inspection by Authority at any time.



Manage and dispose of all chemical wastes (and wastes otherwise restricted from disposal as sanitary wastes,) at no cost to Authority. Solid wastes that exhibit no hazardous characteristics or contamination by regulated substances may be disposed of responsibly in available on-site Authority Receptacles or dumpsters. Recyclable materials should be collected and disposed of per the guidelines in Paragraph 5, Recycling Program Collection Standards, below. No waste materials or effluent may be discharged outdoors or to Authority's storm water sewer system. Only wastewaters suitable for discharge to the sanitary sewer will be allowable. All sanitary sewer discharges will comply with Authority rules and regulations.

#### 5. Recycling Program Collection Standards

If recycling is provided for at the Facility:

- a. Recyclables collected from recycling Receptacles will be placed in green-tinted plastic bag liners so that recyclable materials can be clearly identified and kept separate from collected Garbage/Trash.
- b. All recyclables, including but not limited to, paper, newsprint, plastic, aluminum, and cardboard, will be transported to the dock areas or collection sites as designated by Authority. The bags containing recycled materials will be emptied into the designated collection containers and the bags themselves will be disposed of as trash. Additionally, any bag appearing to contain material contaminated by more than 10% non-recyclable materials will be disposed of as trash and not placed in the recycling collection containers. Personnel will wear appropriate personal protective equipment (PPE) when conducting this work.
- c. Tracking of oil, dirt, debris, salt, grease, wheel marks, or other outside substances into the Airport Non-Terminal Facilities will be prevented at all times when transporting recyclable materials. All Garbage/Trash collection containers will be cleaned on a regular basis to prevent offending odors and an unprofessional appearance.
- d. Cardboard will be collected separately and transported to the designated cardboard compactor as available and compacted. All employees will be properly trained in the operation of the compactors to ensure that cardboard is appropriately placed in the compactors and completely compacted to prevent clogging of debris.
- e. Future recycling, composting or program enhancements that Authority implements, including but not limited to, changes in the recycling materials, segregation approach, locations and types of recycling Receptacles and volume of materials generated, will be adhered to and supported.

#### E. Sustainable Cleaning Standards and Processes

##### 1. Environmentally Preferred Cleaning

Environmental preferred cleaning includes the use of products or services that have a lesser or reduced negative effect on human health and the environment when compared with competing products or services that serve the same purpose.

- a. Chemicals that avoid solvent based additives will be used unless preauthorized by the Contract Manager and will meet the criteria of either Green Seal standard GS-37 “Industrial and Institutional Cleaners” and/or DFE (Designed for Environment) standards.
- b. Paper products, hand soap, and trash liners will be recycled-content products that meet the EPA recovered-content criteria (Comprehensive Procurement Guidelines – CPG) and should be selected wherever possible.
- c. Paper and trash liner products must meet Authority specifications and meet the EPA recovered-content CPG criteria.

## 2. Low Environmental-Impact Cleaning

It is preferred to use cleaning practices, associated Cleaning Agents and supply purchases to promote sustainability and improve building safety and occupant well-being. This ensures that all cleaning procedures, equipment, Cleaning Agents, and janitorial supplies in use at Airport Non-Terminal Facilities assure a clean and safe building, reduce the risk of toxic chemical exposure to janitorial staff and Airport Non-Terminal Facilities occupants, and maintain healthy air quality. Only Cleaning Agents, materials, supplies and equipment which meet the criteria of the United States Green Building Councils’ (USGBC) Leadership in Energy and Environmental Design-Existing Building Operations and Maintenance (LEED-EB O&M) should be used.

## 3. Sustainable Cleaning Systems

The use of sustainable cleaning systems protects the environment and protects occupant exposure to toxic materials by reducing the overall need for janitorial staff to clean with chemicals. Wherever feasible, use of microfiber dust mopping of floors and dusting cleaning of hard surfaces should be employed, which in conjunction with the entryway systems, use of HEPA filters, and a daytime vacuum program to eliminate pollutants, reduce the need for wet/chemical cleaning. Concentrated Cleaning Agents will be diluted on site wherever available to reduce energy use involved with the transportation of the product and resource conservation from reduced packaging. The use of sustainable Cleaning Agents meeting the requirements set forth in LEED-EB O&M, ensures that volatile organic compound (VOC) limits are reduced. This improves indoor air quality in the Airport Non-Terminal Facilities, reduces ground ozone formation, releases no ozone-depleting chemicals and reduces the risk of janitorial staff and Airport Non-Terminal Facilities occupants to toxic chemical exposure.

## 4. Sustainable Cleaning Operating Procedures

Standard operating procedures will be in place and followed which reflect the core principles of sustainable cleaning. Procedures will address how janitorial cleaning, hard floor maintenance, and carpet maintenance will be consistently implemented, managed, and audited. Procedures should also include proactive strategies to reduce contaminant infiltration at the source such as walk-off mats and daytime vacuuming.

## 5. Environmental Health and Safety Regulations Compliance

All federal, state, and local health, safety and environmental regulations must be complied with including Occupational Health and Safety Act (OSHA) requirements under the Hazard Communication Standard and the EPA Resource Conservation and Recovery Act (RCRA). Chemical

storage on site should be limited and chemicals must be stored safely with appropriate spill response equipment, procedures, and staff training.

6. Chemical Concentrations and Dilution Systems

Concentrated Cleaning Agents should be diluted on site; however, when applicable, concentrated Cleaning Agents that are packaged in “ready-to- dispense” (RTD) or other appropriate dilution systems are acceptable. All product dilution/dispensing systems will be pre-approved by the Contract Manager. Concentrated packaging systems are used to dilute and dispense a wide variety of concentrated cleaning solutions, from general purpose cleaners and glass cleaners to floor cleaners and restroom cleaners. The use of such Cleaning Agents reduces green-house gas emissions associated with transport of bulkier, “ready-to-use” Cleaning Agents.

F. Supply Specifications

All supplies will be supplied in accordance with Authority approved specifications below and stocked in Authority provided product dispensers.

Description / Type	Description
High Quality White Paper Towels	Scott brand, multi-fold certified hand towels CCD-086
Toilet tissue - 2 PlyTork TM16 16S	Tork brand, 2-ply, white, 4.0x3.75in, 47.91 sq.ft. per roll, made with 100% recycled fiber
Trash Receptacle Liners 40" X 48"	No specific manufacturer
Trash Receptacle Liners 24" X 33"	No specific manufacturer
Green new 33" x 43" 12-mic plastic bag	No specific manufacturer
Seat Covers	No specific manufacturer
Hand Soap	Non-fragrant and without animal fat composition
Disinfectant #2 Gal Neutral Q, and Suprox-D	Or approved equivalent
Neutral cleaner/ disinfectant #3 Shine line/alcohol/other	Or approved equivalent
Degreaser	No specific manufacturer
Carpet #1 Encap	Or approved equivalent
Stripper	No specific manufacturer
Tile/VCT Floor Finish	No specific manufacturer
Floor sealer	No specific manufacturer
Floor tile Cleaner #1 Peroxide based/Neutral cleaner	Or approved equivalent
Hand Sanitizer	Purell H-1188 soap to fit S-14836 Uline
	Purell 5456-04 soap to fit model #2720
Dishwashing Soap	Dawn Dish Soap

Exhibit D  
Standard Procedures for Routine Cleaning

Company will be required to follow the procedures listed herein in the performance of Routine Cleaning duties. Company is responsible for the complete space, even if not listed, with exceptions as set forth in this Contract.

A. Clean Interior Public Areas (Day & Evening Shifts)

- 1) Using long handled dust pan and broom, pick-up any trash dropped on floors, stairways, elevators, and escalators.
- 2) Empty Waste Receptacles and cigarette urns. Replace any torn or soiled plastic liners. Make sure that all smoking materials are completely extinguished before dumping. Clean the outside of the unit if any soil is evident. Add sand if needed.
- 3) Spot clean spills using the appropriate technique. Large spills, i.e. those where the clean-up effort would substantially impact the passenger flow or would in any way put passengers at risk, will be blotted dry to prevent a slipping hazard and will be referred to the night shift for complete cleaning. If the spill, due to its nature, e.g. paint, must be fully treated immediately, the area must be isolated from the public using barricades approved by the Authority during treatment and drying.
- 4) All day and evening custodial Personnel assigned Services pursuant to this Exhibit D this procedure will be equipped with the necessary chemicals and equipment for gum removal, and it will be their responsibility to find and remove gum at all times.
- 5) Spot clean glass windows or partitions as needed. Spot clean all surfaces as needed.
- 6) Remove all debris from tables and floor at seating units taking care that the material is abandoned before removing.
- 7) Police interior planters. Remove debris and clean and dust tops and sides as needed.
- 8) Report items requiring mechanical maintenance to the shift supervisor.
- 9) Other duties as assigned.

Note: Custodial personnel shall be polite and helpful to the public at all times.

B. Public Restroom Areas (Day & Evening Shifts)

- 1) Empty Waste Receptacles. Pick up any litter.
- 2) Replace any disposable plastic liners which are soiled or torn.
- 3) Supply paper, towels, napkins, and hand soap as needed.
- 4) Clean soiled basins, toilets, or urinals, with cloth and cleaner disinfectant solution in plastic spray-bottle; dry toilet seats with cloth. (Use lotion-type cleanser on heavy soil.) Faucets are cleaned as per manufactures specifications using a non-destructive cleaner.
- 5) Clean spills with mops and cleaner-disinfectant solution.
- 6) Use plumber's plunger to unstop any plugged toilet.
- 7) Report any malfunctions noted to the Supervisor or Manager.
- 8) As a minimum, each public restroom shall have items 1 – 7 above accomplished every thirty (30) minutes.

C. Sidewalks and Patio Areas (Day and Evening Shifts)

- 1) Police all outside areas and streets on baggage claim and ticket levels from plate glass to far side of roadways, including patios on east and west ends of Main Terminal and similar areas at Airsides. Also police the common areas of the Rental Car Center in the Long Term Parking Garage.
- 2) Empty all Waste Receptacles and wipe out soiled Waste Receptacles with treated or damp cloth. Replace any disposable plastic liners that are soiled or torn. Clean sand urns and strain or replace sand. Wash Waste Receptacles to remove any soil inside or outside.
- 3) Remove any litter, chewing gum or discarded boxes from sidewalks, streets, and curb area. Store discarded boxes in designated areas. Once per shift, transport discarded boxes to specified compactor.
- 4) Dust benches, including brackets underneath.
- 5) Personnel assigned to tasks 1 through 4 above should wear a bright orange reflective vest on the outside of all other clothing at all times.

#### D. Restrooms (Night Shift)

##### Daily:

- 1) Empty Waste Receptacles and urns into the waste bag on the cart. Transport to trash compactor at the end of each day, or at another convenient time. Replace any disposable liners that are soiled or torn.
- 2) Re-supply paper, napkins, towels, and hand soap.
- 3) Clean mirrors with glass cleaner in plastic spray bottle and clean soft cloth. Do not use paper towels.
- 4) Clean basins shelves, hardware, spot-clean partitions and walls with cloth or sponge wet with cleaner-disinfectant solution in plastic pail or in plastic spray bottle. Use lotion-type cleaner and cloth or sponge for removing stains or heavy soil, especially on basins. Rinse after use of cleaner. On walls and partitions, wipe dry with damp cloth to prevent streaks.
- 5) Clean inside of bowls and urinals with bowl mop, using the cleaner-disinfectant solution from spray bottle or poured from plastic pail over the mop.
- 6) Clean toilet seats and outside of toilets and urinals with cloth or sponge and cleaner- disinfectant solution in plastic pail or from a plastic spray bottle. Wipe seats dry with cloth.
- 7) Spot-clean stainless steel and chrome surfaces. Wipe dry first, then use cloth dampened with stainless steel cleaner.
- 8) Wash Waste Receptacles and urns as needed, or at least weekly.
- 9) Remove trash from floor by sweeping with broom and picking up with dust pan.
- 10) Mop floor, using cleaner-disinfectant solution in a mopping bucket. Pick up solution with wrung-out mop. About once each week or as needed, the floors should be rinsed after mopping, using clear water.

##### Weekly:

- 1) Clean underside of basins with cloth or sponge and cleaner-disinfectant solution. Clean hardware underneath, using cloth damp with stainless steel cleaner, then wipe dry.

- 2) Descale fixtures, using mild acid type bowl cleaner, being certain to keep bowl cleaner inside of fixtures.

Note: Personnel assigned to the tasks above should use a plumber's plunger to unstop any plugged toilet. Any stoppage or leaks that Personnel cannot correct shall immediately be reported to their Supervisor.

#### E. Elevators (Night Shift)

Daily:

- 1) Vacuum floors of carpeted elevator with beater-type vacuum. Spot-clean carpets to remove any soil, stain or gum.
- 2) Clean door track with tank-type vacuum cleaner. Also use broom and tank vacuum to wall where beating-type does not clean.

Weekly:

- 1) Vacuum carpets with pile brush.

#### F. Public Areas (Night Shift)

Daily:

- 1) Remove cold material from ash trays into Waste receptacle or waste bag. Empty waste from Waste Receptacles into waste bag on cart. Wipe out soiled Waste Receptacles with treated or damp cloth. Clean sand urns and strain sand and replace as needed. Replace plastic liners that are torn or soiled. Wash Waste Receptacle to remove any soil inside or outside.
- 2) Police planters and spot-clean as needed.
- 3) Dust all window sills, ledges, and furniture tops, using a lightly treated cloth, dusting mitts, or small dust mop with short handle.
- 4) Dust metal sculptures with dusting tool.
- 5) Clean smudges and soil from glass doors and windows, using glass cleaner in spray bottle and a clean cloth.
- 6) Vacuum clean carpets. Use the large carpet vacuum with beater for open areas and medium duty pile lifter for more congested areas. Use tank-type vacuum under furniture and in places where other machines cannot reach.

- 7) Spot-clean carpets to remove stains using carpet shampoo, neutral detergent or a special cleaner for solvents. Use Johnson's Rugbee Solvent Spotter to remove chewing gum.
- 8) Dust mop resilient floors with a wide-treated dust mop, keeping the dust mop head on the floor at all times. Pick up soil from floor with dust pan. Vacuum head periodically to remove dust, when a vacuum cleaner is available, or shake out into empty plastic bag, with mop head in the bag.
- 9) Clean tops of water fountains with a few drops of lotion-type cleaner. Use a separate cloth for tops of water fountains. Wipe off with dry clean cloth. Clean lower panels with stainless steel cleaner and wipe dry.
- 10) Report items requiring mechanical maintenance to the Supervisor.
- 11) Spot-clean finger marks and smudges on walls, door facings and doors. Use detergent solution in spray bottle and sponge. Rinse with sponge and clear water in plastic bottle, as needed.
- 12) Rearrange furniture, where needed.

#### G. Concrete Stairs (Night Shift)

##### Daily:

- 1) Remove litter.
- 2) Mop up any spills.
- 3) Remove chewing gum with putty knife.
- 4) Spot clean doors.

##### Weekly:

- 1) Vacuum clean treads with pack vacuum.
- 2) Wash hand rails with cloth and detergent solution.
- 3) Spot clean walls and risers.

Note: Every two weeks or as necessary: Mop stair treads.



## H. Offices, Lounge, Conference and Quiet Rooms

### Daily:

- 1) Empty and clean all ashtrays with a cloth.
- 2) Empty all urns and Waste Receptacles. Wash out soiled Receptacle with cloth and cleaner- disinfectant solution. Replace any disposable plastic liners which are torn or soiled.
- 3) Dust cleared areas of furniture tops, shelves, sills and ledges. Use treated cloth or dusting mitts. (Dust vertical surfaces only weekly.) Dust clocks, pictures, including tops and decorative wood paneling on walls and doors.
- 4) Spot-clean glass in doors and partitions. Use soft clean cloth and glass cleaner in spray bottle.
- 5) Vacuum clean traffic patterns in any carpets using a medium duty pile lifter vacuum and check for spot cleaning. Note: Vacuum weekly, using hose and wand attachments to get under furniture.
- 6) Dust mop resilient floors with treated dust mop.
- 7) Arrange furniture.

### Twice Weekly:

- 1) Mop resilient and/or tile floors with detergent solution. Rinse when needed with mop dampened with clear water. Mop up spills daily. Note: Only mop concrete floors weekly.
- 2) Spray buff scuffed, marked or dull resilient floors and dust after.

### Monthly:

- 1) Vacuum vents.

## I. Liquid Dump Stations

### Daily:

- 1) Empty and clean tank located at each security checkpoint at a minimum of two times per shift.

Exhibit E  
Procedures for Project Work

Company will be required to follow the procedures listed herein in the performance of Project Work duties.

A. CLEAN ELEVATOR INTERIORS

ESTIMATED FREQUENCY: Weekly

GENERAL:

This project includes 98 passenger elevators maintained by the Authority. The elevators are located at the Main Terminal, Administrative Offices Building , Airsides A, C, E and F, the Long Term Parking Garage, Rental Car Center, APM Stations, and the Economy Parking Garage. The work is to be accomplished between 11:00 p.m. and 5:00 a.m. to minimize inconvenience to the public. All work at the Main Terminal requires that the elevators be brought down to the Ticket Level by the Communications Center and shut off. No more than two cars per core shall be removed from service at one time for cleaning. The stainless steel doors, ceiling and lighting units are completely cleaned and lightly oiled with food grade mineral oil. If necessary, the stainless steel is stripped using a high pH cleaner then re-oiled and buffed. The carpeted walls are vacuumed and spot cleaned. The walls are shampooed a minimum of four times per year using a dry foam carpet cleaner. The floor carpets are spot cleaned or deep cleaned using rotary scrubbing and extraction, the 3M pad, or the bonnet method. The large core identification graphics are cleaned with a lens cloth and the floor identification graphics are cleaned with a neutral cleaner and dried with a soft cloth. Cleaning procedures differ slightly for the Airside and Parking Garage elevators due to different finishes and design; however, the basic cleaning techniques are the same.

PROCEDURE:

1. Using a back-pack vacuum and a small stepladder, vacuum the upper portion of the car. Wipe down the ceiling with a clean, soft dry cloth. Once per month or as needed wipe down the ceiling with a clean, soft cloth moistened with the neutral detergent solution, then dry.
2. Use the cloth dampened with neutral detergent solution to wipe down the "floor indicator" graphics.
3. Vacuum the carpeted walls. Report spots to the supervisor so appropriate personnel can remove them.
4. Polish stainless steel surfaces with a clean white soft cloth. Use a small amount of food grade mineral oil, as needed, to treat the stainless steel. Be sure to not leave any

excess oil on the stainless steel. It may be necessary to strip the stainless steel from time to time; additional work will be coordinated through the Authority. This work will be scheduled as needed but no less than twice per year per elevator car.

5. Vacuum the floor carpet. Clean in place using the 3M "bonnet" system.
6. Vacuum the tracks, report any lights out or other problems to your Supervisor. Return the car to service through the Communication Center.

## B. DEEP CLEAN RESTROOMS

ESTIMATED FREQUENCY: Monthly

### GENERAL:

This project is in addition to the daily Routine Cleaning of the restrooms and is part of an intensive cleaning and inspection program for them. The project is scheduled once per month for each of the restrooms. The restrooms are located at the Main Terminal and Administrative Offices Building(45), Airside A (21), Administrative Offices Building (16), Airside C (18), Airside E (21) and Airside F (30), Economy Parking garage (6) Long Term Parking Garage (Blue RAC & Bombardier) (4), and Rental Car Center (16). The Administrative Offices Building and the Main Terminal may be consolidated onto one work order. Quantities may vary based on tenant moves and construction requirements.

### PROCEDURE:

1. Close the restroom to the public in accordance with the approved Authority procedure.
2. Remove all paper products e.g. toilet tissue, paper hand towels and toilet seat covers.
3. Add phosphoric/citric acid descaler to urinals and commodes.
4. Remove hand soap containers, open and inspect soap. Retain good soap by pouring it into a clean stainless steel pail, discard any soap that is discolored or does not have a clean fresh odor.
5. Place rinsed empty soap container in a germicidal solution and allow to soak a minimum of ten (10) minutes, while other work is done.
6. Sweep up any loose debris on the floor.
7. Using a sponge mop and a mild degreasing solution, the ceiling is to be cleaned and rinsed. Air and or exhaust vents should be cleaned on both sides.

8. Using a pump sprayer charged with a quaternary cleaning solution and starting at the baseboard mist a section of wall, and using a scrub pad lightly scrub the wall from the bottom up.
9. Using the pump sprayer with the same solution, and starting at the top, rinse the wall and allow to air dry.
10. Flush commodes to remove descaler. Clean both sides of the seat with solution used on walls. Clean the rim, bowl and the area where the seat is connected to the fixture with a cream cleanser. Chromed flush valves should be polished using a clean rag. Clean under the bowl and where the fixture is bolted to the wall by spraying, or with cream cleanser and a sponge as needed. Spray the entire fixture and allow to air dry. If it is necessary to return the restroom to service before the air drying can be accomplished, dry both sides of the seat, the rim, and the flush valves with a clean cloth. Leave the seat in its upright position.
11. (Men's Restrooms Only): Flush the urinals to remove the descaler. Use a cream cleanser on the interior surfaces, the rim and underneath. Use a neutral detergent on the top and sides applied with a soft sponge. On chromed valves use only a clean rag to polish. Spray the entire fixture with the same solution used on the walls and allow to air dry. If the restroom must be returned to service before air drying can be accomplished, dry the flush valve and top of the fixture with a clean rag.
12. (Women's Restrooms Only): Remove the liner from the sanitary napkin disposal. Thoroughly clean exterior and interior surfaces of the unit using the proper chemical. Spray the fixture and surrounding area with the chemical and allow to air dry. When dry, reline the container with the proper liner.
13. Wipe down all vinyl couches and seats with a quaternary cleaner and allow to air dry. If the restroom must be returned to service before air drying can be accomplished thoroughly, dry all surfaces. Use vinyl restorative on a three-month schedule. Report any tears, cuts, or seam separation in the vinyl surfaces to your Supervisor.
14. Clean the recess for the soap containers by scrubbing the area with a scrub pad and a quaternary cleaner. Care must be taken to get into all corners using a small brush. The area should be thoroughly dried before replacing soap containers.
15. Clean partitions with the quat cleaning solution and hand dry. The aluminum top rail should be wiped down with a damp cloth and a quat solution. Chromed handles and accessories should be treated as above.
16. Clean sink using cream cleanser in interior bowl only, do not scrub chromed strainer with cleanser. Clean the chromed valves as before, care must be taken to ensure that

the area adjacent to the escutcheons is not allowed to discolor, and at the same time that the finish is protected. Clean the underside of the sink and the P-trap assembly by spraying with the quat cleaner and wiping dry. Spray the top side of the fixture with the quat solution and allow to air dry. If the restroom must be returned to use before the air drying can be accomplished, dry only the chromed handles and the front panel of the fixture.

17. Remove the soap containers from the solution and allow to air dry.
18. Scrub all corners of the restroom floor with the scrub pad, this to include the area under the commodes. Scrub the main area of the floor with a rotary machine and a degreaser solution. Rinse the floor with clean water and mop up the residue. Mop the floor with a quat solution and allow drying. Pour mop water into the floor drain.
19. Clean mirrors.
20. Replace soap containers filled to half capacity with good soap.
21. Replace/restock all paper products.
22. Call Supervisor for final inspection and to report any deficiencies e.g. lights out, door malfunctions, etc.
23. Open restroom to public.

Chemicals required:

- Quaternary Cleaner Degreaser Solution
- Glass Cleaner

Phosphoric/Citric Acid Descaler Suppliers required:

- Rubber Gloves
- Eye Protection
- Scrub Pads
- Sponges
- Clean Rags
- Stainless Steel Bucket
- 40 Gallon Plastic Container
- Mop Heads
- Sponge
- Mop
- Paper Products
- Hand Soap

Equipment Required:

- Rotary Scrubber/Roto Wash Machine
- Mop Bucket
- Pump Sprayer
- Scrub Pad
- Mounting Handle
- Floor Squeegee

C. WASH GLASS CERAMIC PANEL WALLS

ESTIMATED FREQUENCY: Three times per year

GENERAL:

The glass ceramic panels, trade named "Neoparies", are on the walls at Airside A. Airside F has approximately 15,000 SF (primarily in the shuttle lobbies), and Airside A has approximately 13,000 SF of the glass ceramic panels on the walls. Airside Chas approximately 4,000 SF, Airside E has approximately 4,000 SF, and Economy Parking Garage has approximately 3,480 SF including wall tiles in the lobbies.

PROCEDURE:

During cleaning, the walls in the high soiling areas are washed with a degreasing solution from the floor up to the top of the elevators, or slightly higher than people can reach and leave oil from their hands. Above that point, the walls are washed with a neutral detergent solution which contains isopropyl alcohol to facilitate drying.

D. SCRUB TRAVERTINE SURFACES

ESTIMATED FREQUENCY: One time per year

GENERAL:

This project deals with the split faced marble covering the columns and the walls of the escalator wells.

PROCEDURE:

The method of cleaning is to use a relatively mild degreasing solution and a moderately stiff brush to clean the surface. It is then rinsed with clear water. The travertine is primarily used to cover the structural columns that run through the Main Terminal on Bag Claim, Ticketing and Transfer levels and around the walls at the escalator wells on the transfer and ticket levels.

E. CLEAN FORMICA/MICARTA WALLS

ESTIMATED FREQUENCY: Four times per year

**GENERAL:**

These walls are most prevalent on the Bag Claim Level, and are the primary surface at the back of the Transitreads the material is also located at the shuttle lobby areas on the Main Terminal and Airside F.

**PROCEDURE:**

Use a neutral detergent solution and one of two methods as follows:

1. Using a sponge mop and starting at the bottom of the wall and working up.
2. Wet the wall with a cleaning solution and using a squeegee clean the wall from the top down, taking care to absorb excess cleaning solution.

**F. CLEAN WALL TAPESTRIES**

**ESTIMATED FREQUENCY:** Four times per year

**GENERAL:**

The tapestries are hung on an aluminum frame on the Bag Claim Level red and blue side.

**PROCEDURE:**

1. This project is responsible for vacuuming the Tapestries to remove the dust and for local spot cleaning. In the event of a stain, the tapestries may be cleaned with a dry foam carpet cleaner and water.
2. The Von Shrader dry foam upholstery cleaning machine may be used to clean localized spots, but cannot be used to clean the entire tapestry as even the minimal amount of water in the dry foam could cause excessive shrinkage. When used, the treated area must be dried as thoroughly and quickly as practical. Both vacuuming and spot cleaning can be done with the tapestry in place.
3. For heavy soiling, dry cleaning is necessary and the tapestry must be removed and re-mounted after cleaning. This is not part of the project and will be accomplished as Extra Work if necessary.

**G. CLEAN INTERIOR GRAPHICS**

**ESTIMATED FREQUENCY:** Four times per year

This project is to clean ALL the interior graphics at each location. The estimated quantities shown reflect the number of square feet of major graphics; however, all the interior graphics are to be cleaned. Each floor of the Main Terminal and Parking Garages listed

below has a considerable number of graphics. Airsides A, C, E, and F also contain a number of graphics that are similar to the Main Terminal graphics with respect to color and general appearance.

The graphics are cleaned with a neutral detergent that contains a small amount of isopropyl alcohol to prevent streaking and accelerate drying. No other treatments, such as wax or dust repellent treatments, are used on the graphics insuring that readability is not affected.

The Long Term Parking Garage has approximately 270 identification and directional graphics to be maintained. These signs are located in the elevator lobbies and cores. Other signage in the garage is the responsibility of the parking garage Company. The large signs inside the stations, and the small signs outside the station, are stainless steel and are cleaned using the same procedure as for the escalators. In all cases, the glass portion of the graphics is cleaned with a good quality glass cleaner.

Location Designation:

- 8A - Airside A - 475 Ln Ft
- 8C - Airside C - 1,200 Ln Ft
- 8E - Airside E - 1,200 Ln Ft
- 8F - Airside F - 880 Ln Ft
- 80 – Long Term Parking Garage - 6,076 Ln Ft
- 8L - Main Terminal Including STG - 5350 Ln Ft
- 8R-Economy Parking Garage - 744 Ln Ft
- 8S - Administrative Offices Building - 455 Ln Ft

H. WASH WALLS

ESTIMATED FREQUENCY: Two times per year

PROCEDURE:

Painted interior walls shall be washed using a mild neutral detergent solution and a sponge or sponge mop. The walls in this area were painted with a semi-gloss paint and will accept cleaning with a degreasing solution necessary to remove nicotine from the wall surface. The walls are located in the Main Terminal, the Administrative Offices Building hall at approximately 19,666 square feet, Airside A at approximately 8,208 square feet, Airside C at approximately 8,000 square feet, Airside E at approximately 8,000 square feet, Airside F at approximately 3,050 square feet, and the Long Term Parking Garage elevator cores at approximately 19,500 square feet.

ESTIMATED FREQUENCY: Monthly

PROCEDURE:



Wash painted exterior walls. First floor quad lots at approximately 6,000 square feet.

I. CLEAN INTERIOR VINYL WALLS

ESTIMATED FREQUENCY: Two times per year

GENERAL:

The vinyl walls have two textures. The high walls are done in a heavy texture and the lower walls in a smooth texture. The lower walls adjacent to the escalators are the most subject to soiling from passengers and from the escalator maintenance and cleaning processes.

PROCEDURE:

The walls are cleaned with chemicals as required to remove the particular soil as the vinyl is resistant to most cleaning chemicals. The "normal" cleaning is done with a mild degreasing solution and a clean water rinse. Heavy grease such as lipstick is removed using a butyl based cleaner. The approximate area of vinyl walls is 27,000 SF

J. CLEAN INTERIOR CARPETED WALLS

ESTIMATED FREQUENCY: Two times per year

GENERAL:

The 1,500 SF of carpeted walls included in this task are walls located at the restroom entrances, elevator walls, some telephone enclosures and other miscellaneous areas. Many are included as an integral part of different projects; however, the cleaning process is the same in each case.

PROCEDURE:

Cleaning is accomplished by extraction. Additional daily routine care is required and includes spot cleaning and vacuuming as required, neither of which are part of this project.

K. CLEAN LINEAR AND TURBO HVAC VENTS MAIN TERMINAL

ESTIMATED FREQUENCY: Monthly

The linear vents run in the ceilings throughout the Main Terminal. The vents are cleaned by hand washing with a sponge. Areas subject to "sweating" will be washed with a mild bleach solution to remove mildew. While all of this work is ceiling work, the ceiling on the transfer level is very high and requires the use of scaffolding or the 30 foot pole. Turbo vents are washed once a year and dusted monthly.

Marquee cleaning is not included.

L. CLEAN RETURN AIR VENTS AIRSIDE A

ESTIMATED FREQUENCY: Weekly

The return air vents at Airside A are located in the APM Station and on the eastern wall. The vent louvers require weekly dusting and vacuuming.

M. CLEAN RETURN AIR VENTS AIRSIDE C

ESTIMATED FREQUENCY: Weekly

The return air vents at Airside C are located in the APM Station and on the eastern wall. The vent louvers require weekly dusting and vacuuming.

N. CLEAN RETURN AIR VENTS AIRSIDE E

ESTIMATED FREQUENCY: Weekly

The return air vents at Airside E are located in the APM Station and on the eastern wall. The vent louvers require weekly dusting and vacuuming. Turbo vents are washed once a year and dusted monthly.

O. CLEAN RETURN AIR VENTS AIRSIDE F

The return vents at Airside F are located on the walls in the area of the food court. The vent louvers need to be dusted and in addition the inside of vent must be vacuumed.

P. CLEAN RETURN AIR VENTS AT ECONOMY GARAGE

ESTIMATED FREQUENCY: Weekly

The return air vents at Economy Parking Garage are located in the elevator lobby first floor ceiling.

Q. CARPET EXTRACTION

ESTIMATED FREQUENCY: Three to ten times per year, as required.

This task applies to all carpeted areas maintained by the Authority. It has been determined that the amount of carpet extraction done in a year is equal to approximately four times the total carpeted area maintained. Certain carpeted areas require extraction more frequently than others due to different soiling rates, i.e. outside doorways require

more extraction than office areas. The work is accomplished on an as required basis as directed by the Authority. As a minimum all carpet will be cleaned once a year.

The complete extraction process is accomplished by a single extraction machine using a one pass method. A cleaning chemical may be added to emulsify oil based soil. Chemicals are used when necessary.

Administrative Offices Building carpet in first floor hallway by Landside Grille Employee Cafeteria must be repeatedly cleaned at a more frequent schedule and may also require deodorizing.

Company is responsible for maintaining floor carpets to warranty standards based on manufacturer's requirements. Company will research new products and verify with manufacturer alternate products that may be used; documentation of these actions will be provided for review and approval by the Authority before alternate products are purchased.

#### R. ROTARY SYSTEM FOR CARPET

ESTIMATED FREQUENCY: As Required

The rotary cleaning system utilizes a standard 17" or 20" low (175) R.P.M. floor machine with a brush attachment to secure a special porous white pad developed by 3M Company. The pad serves to absorb the cleaning solution and dirt from the surface by lightly scrubbing the surface at the same time.

The process requires that a liquid pre-spot formulated to work with the system be applied to the carpet surface. The pre-spot is applied using a garden-type sprayer to apply a light, even coat of the chemical solution. The solution is allowed to work for approximately five (5) minutes, and is then worked into the surface of the carpet by the powered pad. The pad can be washed out and reused several times before it must be replaced.

#### S. BONNET SYSTEM FOR CARPETS

ESTIMATED FREQUENCY: As Required

The bonnet system is not normally used to clean large areas of carpet and is primarily a spotting tool. The exception is when a clean, dry bonnet is used to absorb the residue from the extraction process. The bonnet system is comprised of a rotary machine fitted with a circular "brush", which will hold the bonnet in position under the machine. The bonnet is placed on the floor and the machine is placed on it and the "brush" holds the bonnet in place. The bonnet is made of an absorbent material similar to terry cloth and may have one inch wide scrubbing strips of "astroturf" fastened to it. The carpet is pre-

spotted with cleaning chemical and allowed to sit for approximately five minutes and/or the bonnet is wet with cleaning solution and wrung out. The bonnet is rinsed and wrung out frequently in a conventional wringer. The pre-spotted soil is loosened by the 175 RPM rotary action and is then absorbed by the bonnet.

T. ROTARY SCRUB CARPET RESTORATION

ESTIMATED FREQUENCY: As Required

Rotary scrubbing is usually used in conjunction with Hot Water Extraction to clean very heavily soiled areas. The carpet is scrubbed with a brush on the rotary machine limited to 175 R.P.M. Hot Water Extraction is then used to flush residual chemical out of the carpet. The project is done on a per square foot basis as required.

The machine used for this task is designed and manufactured specifically for this job. The machine consists of a 17", low speed (175 RPM) buffer, with a tank. The tank is charged with the cleaning solution, that is applied to the brush carpet interface by an operator controlled feed mechanism. The brush must be pliable enough that the machine can be easily controlled.

Company is responsible for maintaining flooring to warranty standards based on manufacturer's requirements. Company will research new products and verify with manufacturer alternate products that may be used; documentation of these actions will be provided for review and approval by the Authority before alternate products are purchased.

U. AUTO SCRUB TERRAZZO/CERAMIC AT AIRSIDE A, C, E, AND F

ESTIMATED FREQUENCY: Nightly as required

Using the battery powered scrubber with the appropriate pad and a neutral detergent scrub the terrazzo as needed, not less than 4 times per week.

V. BRUNISH TERRAZZO AT AIRSIDES C AND F

ESTIMATED FREQUENCY: Nightly as required

Burnish the high traffic areas using the propane powered burnished on a nightly schedule. Other areas will be burnished on an as needed basis. The area will be stripped and resealed with Terraglaeza minimum of one time per year.

Burnishing is done (approximately 25,500 square feet) every day at "C", approximately 21,237 square feet at "F".

W. SPRAY BUFF TERRAZZO AIRSDIE C, F AND ECONOMY PARKING GARAGE

ESTIMATED FREQUENCY: Nightly as required

The Economy Parking Garage, 3,068 square feet twice a week.

X. STRIP AND REFINISH RESILIENT FLOORS

ESTIMATED FREQUENCY: Two times per year

Most airline exclusive use areas have resilient tile floors. The areas require a high level of appearance that requires an intensive spray-buffing program and periodic stripping and waxing.

The estimated square feet of tile is generally cleaned two (2) times per year, for a total of 232,864 square feet per year; the remainder is cleaned monthly. The project requires the floor to be, stripped using a high pH, 11.0, no rinse stripper. The stripper is mopped on, taking care to level the coat and not allow puddling. The stripper is then worked over the surface of the floor using either a red or black stripping pad on a low RPM rotary machine. The color of the pad designates the aggressiveness of the cleaning, with the black pad being the most aggressive, and the red pad a medium aggressive pad. The old floor coatings and stripper are then wet vacuumed up and the floor is allowed to thoroughly dry. A base coat of sealer is mopped on followed by a minimum of two (2) coats of new floor coating, each of which is buffed to a high gloss finish. Employees engaged in the stripping process shall be provided with anti-slip footwear, gloves, and eye protection.

Company is responsible for maintaining resilient floors to warranty standards based on manufacturer's requirements. Company will research new products and verify with manufacturer alternate products that may be used; documentation of these actions will be provided for review and approval by the Authority before alternate products are purchased.

Estimated Locations: (Amount constantly changes due to movement of tenants)

Main Terminal - 9,000  
Airside A - 22,898  
Airside C - 35,000  
Airside F - 12,500  
Airside E - 35,000  
Economy Parking Garage - 2,034

TSA break rooms cleaned monthly - 2,159 Square Feet

Y. SPRAY BUFFING RESILIENT FLOORS

ESTIMATED FREQUENCY: Twice monthly

Spray buffing shall be done by a floor technician, fully trained in the use of high-speed, 1,500 R.P.M. or higher, floor machines. Only the specified chemicals shall be used for resilient floor care. The first-aid room is done monthly.

Z. SCRUB CONCRETE CORE STAIRWELLS AND ADJACENT HALLWAYS

ESTIMATED FREQUENCY: Monthly

The concrete core stairwells referred to in this project have approximately 30,000 SF of total area. They run from the 9th level of the Main Terminal, 4 each, to the 2nd level. The stairs are washed with a disinfectant solution and allowed to dry. The stair landings are scrubbed with the solution and dried. In addition to the Lands de Terminal stairwells there are two at Airside A, six at Airside C, two at Airside E, one at Airside F, fourteen at the Long Term Parking Garage, nine at the Economy Parking Garage, one at the Administrative Offices Building, and three at the Rental Car Center. The stairwells require routine, nightly checking.

AA. CLEAN SHUTTLE LOBBY DOORS

ESTIMATED FREQUENCY: Monthly

The shuttle lobby doors are the 32 entrance and 32 exit lobby door sets located at the Main Terminal and Airside ends of the active shuttle legs. All of the doors are stainless steel. The same procedure used for the maintenance of the stainless steel on the elevator/escalators applies to the stainless steel shuttle lobby doors. Four additional exit door sets are located in the D lobby at the Main Terminal for a subtotal of 68, plus 16 additional at each active Airside for a total of 132.

BB. DEEP CLEAN (GI) INTERIOR OF SHUTTLE CARS

ESTIMATED FREQUENCY: Monthly

The shuttle cars are located on the Main Terminal level. There are currently 16 active vehicles in 2-car consists; however additional cars may be added periodically during the Contract.. The surfaces that require cleaning in the shuttle cars include floor carpet, wall carpet, fiberglass, glass, and stainless steel. The processes used to clean these surfaces are described in other projects.

CC. STRIP, OIL, POLISH ELEVATOR DOORS

ESTIMATED FREQUENCY: Three times per year

This task involves the outside elevator and dumbwaiter doors. Each elevator or dumbwaiter has a set of doors on each level of the terminal it serves. In the Main Terminal, the 24 passenger elevators in the four cores of the building serve nine floors with a total of 216 stainless steel doorways and frames. There are ten doors at Airside C. The four quad-deck elevators have a total of eight doorways, Airside F has 13 doorways, Airside A has 18 elevator doorways and 18 dumbwaiter doorways, the Longterm Parking Garage has 116 doors, Airside E has 13, the Economy Parking Garage has 36 and the Administrative Offices Building has four, for a grand total of 454 doorways which must be maintained.

This task consists of:

Stripping all residual mineral oil and other dirt from the surface of the stainless steel using a floor stripping solution. The Personnel assigned to this task are required to use rubber gloves and eye protection. Care must be taken to protect surrounding surfaces that may be damaged by the very high pH solution, e.g. aluminum.

The stainless steel is stripped in small sections each of which is thoroughly rinsed and dried after stripping. A generous amount of food grade mineral oil is then applied to the entire surface of the door and frame with a clean white rag and allowed to penetrate for approximately 15 minutes. The excess oil is then wiped away, and the door and doorway is buffed dry.

#### DD. STRIP, OIL, AND POLISH LONG ESCALATORS

ESTIMATED FREQUENCY: Four times per year

This task is for the eight (8) long escalators at the Main Terminal which connect the transfer level with the Bag Claim Level. The estimated frequency of cleaning is four (4) times per year per escalator.

The cleaning procedure necessitates shutting down the escalator. This is done by the Duty Coordinator, System Response Engineers, or elevator maintenance personnel if they are on site. The work is done in small sections because of the need to protect the steps from the stripping agent used. The pH of this stripper is >11 and it would discolor the aluminum stair tread if it came in contact with it. The stripper effectively removes all soil and oil from the stainless steel and after complete rinsing is accomplished, the surface is clean and looks lustrous. If the metal did not have to be protected from body oils, etc., no further treatment would be required. In the case of the escalators however, a protective light coating of oil is added which serves to facilitate the easy removal of fingerprints and other dirt. Food grade mineral oil has been found to be the most satisfactory agent for this purpose. The procedure calls for applying a coating of the mineral oil and buffing it

until all the excess oil is removed. Authority has found that experience is the best "teacher" for learning this procedure and for this reason the Night Supervisors must all have personally completed the task acceptably so they can teach all special projects employees assigned this job.

The employees assigned to this task are required to wear eye protection and rubber gloves.

All finishes or machinery that may be damaged by a high alkaline pH, e.g. aluminum or carpet, must be protected. Using a rag dampened with a floor stripper solution, the stainless steel will be wiped down. There should be no dripping or running of the solution on the surface being treated. No solution should be allowed to come in contact with the black Teflon skirt nor should any solution be allowed to run or drip through any gaps in the escalator panels or steps. After a small area is wiped down with the solution, it must be rinsed thoroughly. Do NOT use a "no rinse stripper" for this work.

Buff the rinsed area dry with a clean white cloth and proceed to the next area taking care to overlap the previous area. When the entire stainless structure is cleaned, rinsed and dried, apply a food grade mineral oil to the structure. Dry and rub in the mineral oil being sure not to leave a residue of free-standing oil before returning the area to public access.

Chemicals required:

- Non-ammoniated Floor Stripper
- Food Grade Mineral Oil

Supplies required:

- Rubber Gloves
- Eye Protection
- Stainless Steel Buckets
- Clean White Rags

#### EE. STRIP, OIL, AND POLISH SHORT ESCALATORS

ESTIMATED FREQUENCY: Four times per year

This task is for the eighteen (18) short escalators in the Main Terminal. One (1) at Airside F, two (2) at Airside A, and two (2) at Airside E for a total of 23 escalators. The process used to clean the stainless steel is the same as detailed in item DD above.

#### FF. STRIP, OIL, AND POLISH TRANSITREADS AND BAG BELTS

ESTIMATED FREQUENCY: Three times per year



This task is for the 18 transitreads and 16 bag belts located at the Main Terminal and the two transitreads located in the customs area at Airside F that are counted as three due to size. The process used to clean the stainless steel is the same as detailed in item DD above.

#### GG. STRIP, OIL, AND POLISH OTHER STAINLESS STEEL

ESTIMATED FREQUENCY: Three times per year

This task covers the doors of the trash receptacles and the front of the soap/towel dispensing units in the restrooms, access doors to the escalators, mail chutes, water fountains, podiums not covered elsewhere and some graphics both inside and outside the Main Terminal, Airsides, and Short Term, Long Term and Economy Parking Garages. There is approximately 1,260 SF of stainless associated with this project.

The process used to clean the stainless steel is the same as detailed in item DD above.

#### HH. CLEAN AND RESTORE THE VINYL SEATING UNITS

ESTIMATED FREQUENCY: Four times per year

There are a total of approximately 6,200 vinyl seating units in the Main Terminal and Airsides A, C, E & F combined. The task requires the seating units to be cleaned and treated four times per year.

The detailed procedure is as follows:

The entire unit is washed with a mild degreasing solution and is thoroughly dried.

The aluminum frame is treated with a silicon-based protector and polished.

The vinyl seats and backs are treated with a vinyl restorative then buffed to a high luster with a clean cloth.

Note: A third of this work is done monthly to equal 4 times a year.

#### II. CLEAN TRASH CHUTE

ESTIMATED FREQUENCY: Weekly

The trash chute connects the Transfer Level "trash room" at the Main Terminal with the compactor located at the Administrative Offices Building loading dock. Trash generated by tenants, the public, and the Authority offices is placed in the chute and drops to the compactor.

The transfer level trash room and the compactor area are policed and deodorized daily. This task consists of:

1. Wash the walls on the third floor portion of the chute.
2. Mop and disinfect the tile floor of the trash room.
3. Police compactor grate, top and bottom on first level and deodorize as appropriate.

#### JJ. CLEAN EXTERIOR GRAPHICS

ESTIMATED FREQUENCY: Four times per year

The exterior graphics are subject to soiling from vehicle exhausts' and require more aggressive cleaning procedures than the interior graphics. The chemical specified is an effective degreasing solution. The cleaning solution is wiped on with a clean sponge that is rinsed frequently. The graphics must be rinsed with clean water and dried to prevent streaking.

Extra care must be taken when washing the graphics above doorways; e.g., around the automatic doors at the Main Terminal, to protect the public, deactivate the automatic doors and barricade the work area.

#### KK. CLEAN AIRLINE PODIUMS AND STAINLESS STEEL

ESTIMATED FREQUENCY: Monthly

The "Exterior Airline Podium areas" are located at curbside check-in on the ticket level and include the podiums and areas at the back.

This task is scheduled once per month for all units and surrounding stainless steel. This project contains approximately 8,665 square feet.

#### LL. INTERIOR MAIN TERMINAL AND AIRSIDE PHONE/COUNTER/PODIUMS

ESTIMATED FREQUENCY: Weekly

The Podiums referred to are the airline ticket counters and Airside podiums and phone banks. The podiums consist of stainless steel and composition materials. The products and procedures used on each of the materials shall be used to clean the podiums. This task consists of approximately:

Main Terminal - 30  
Airside A - 28

Airside C - 25  
Airside E - 12  
Airside F - 16

#### MM. CLEAN LOADING DOCKS

ESTIMATED FREQUENCY: Weekly

The loading do are located at the north side of the Administrative Offices Building, and each Airside. The area leading to the compactor is the area most subject to soiling and the area that dictates the frequency of this work. The compactor area soils primarily from plastic bags of garbage leaking as they are carried to the compactor for disposal.

The current frequency of this task is weekly.

The cleaning method used for the upper dock and the compactor area is a combination of degreasing and pressure washing. The de-greasing solution is applied to the surface, brushed in, and allowed to "work" for about 15 minutes then the area is pressure washed. All loading docks are policed daily.

#### NN. SCRUB PAVERS/TILES WITH AUTO SCRUBBER

ESTIMATED FREQUENCY: Nightly

The pavers/tiles referred to are outside the Bag Claim Level and the Ticket Level.. The exact areas to be accomplished and the frequency shall be determined by experience; scrub areas of pavers/tiles available to the scrubber.

Using the Tenant machine, or OAE, scrubber and the recommended chemicals, pick up and dispose of the wastewater in compliance with all federal, State and local laws, rules, and regulations. Only properly trained and licensed personnel shall operate the equipment. Operators must hold a valid Florida drivers license.

#### OO. PRESSURE WASH OUTSIDE PAVERS/TILES

ESTIMATED FREQUENCY: Monthly

The pavers/tiles referred to are outside the Bag Claim Level and the Ticket Level not accessible to the scrubber.

The chemicals used to clean the pavers/tiles are all degreasing solutions. The pavers/tiles also require that any accumulations of chewing gum be scraped off. This must be accomplished by hand and is a very labor intensive procedure.

The task is scheduled twice per year plus extra areas as required or about 212,000 SF per year. Most of the work is at the doorways and podium areas on the ticket level and at the doorways on the bag claim level. These high traffic areas contain about one third of the total area, but account for approximately half the task work accomplished.

Note: A quarter of the work will be done every month for three full scrubblings per year.

PP. BREAKROOMS

ESTIMATED FREQUENCY: Monthly

The monthly project requires that the floor be cleaned by the appropriate method for the surface, that is for carpet hot water extraction, for hard surfaced floor spray buffing or strip and wax as a needed. Cabinets and appliances shall be wiped down with a neutral detergent/mild degreaser. Tables will be completely washed down and treated as recommended

The following breakrooms are included and quantities may change:

Main Terminal and Administrative Offices Building	26
Airside A	14
Airside C	7
Airside E	7
Airside F	10
Economy Parking Garage	1

QQ. CLEAN UPHOLSTERED FURNITURE

ESTIMATED FREQUENCY: One time per year

This task is for the Authority's upholstered office furniture and traditionally has been done once per year over Labor Day weekend or the Memorial Day weekend. The three-day weekend assures sufficient drying time for the furniture. The furniture is cleaned with the upholstery cleaner, a machine specifically designed for this type work.

RR. WASH INTERIOR PLANTERS

ESTIMATED FREQUENCY: Quarterly

The outside of the planters shall be wiped down with a neutral detergent solution. There are approximately 157 planters in the Main Terminal, 16 at Airside A, 12 at Airside C, 16 at Airside E and 34 at Airside F.

## SS. CLEAN ASH/TRASH UNITS

ESTIMATED FREQUENCY: Three times per year

The ash/trash units are to be cleaned inside and out. The top of the unit containing sand or other material used to accommodate discarded smoking materials shall be emptied out and the smoking material shall be discarded. The top shall be washed inside and out using a soft brush and a mild degreasing formula. The inside cans shall be removed and cleaned both inside and outside and the outside shell shall be cleaned on both sides. The inside of the unit must be dry and no standing water shall be tolerated. The unit shall be assembled and refilled with clean sand or other approved filler.

There are approximately:

### Main Terminal

- 8 metal containers with open tops to accept cigarettes at the smoking areas.
- 14 ash/trash units on walkways to Long Term Parking Garage
- 3rd floor 79 trash cans 2nd floor 50 trash cans
- 2nd floor 20 ash trays only stand alone w/sand 2nd floor 32 ash/trash units
- 1st floor 82 ash trays only stand alone w/sand 1st floor 42 ash/trash units outside of Main Terminal 1st floor
- Administrative Offices Building 11 ash/trash units
- All floor Only 64 ash/trash units (1 core a month)

### Economy Parking Garage

- 1st floor 2 ash/trash 1st floor 4 trash units
- All others floors 10 ash/trash Airside A
- 4 ash trays in smoking areas
- 75 trash cans Airside C
- 12 ash trays in smoking areas 87 trash cans

### Airside E

- 8 ash trays in smoking areas 70 trash cans

### Airside F

- 4 ash trays in smoking areas 75 trash cans

## TT. CLEAN SHUTTLE WALLS AIRSIDES A, C, E

ESTIMATED FREQUENCY: Weekly

The shuttle walls are comprised of stainless steel and composition materials. The methods described previously for these surfaces are to be used. Dust the vertical walls in a conventional manner using a floor type dust mop at Airsides C & E. At A dust the curved upper segment of the tunnel. Airside C is marble.

#### UU. CLEAN GLAZED BRICK SHUTTLE WALLS AIRSIDE F

ESTIMATED FREQUENCY: Weekly

The shuttle tunnels at Airside F are the walls referred to in this task. The vertical component of the walls is dusted in a conventional manner using a floor type dust mop. The curved upper segment of the tunnel is dusted using the 40' long dust cloth specified in the task equipment list. The cloth is pushed over the top of a tunnel making sure no passengers are in the area by stationing a person on each side of the tunnel then, with a person holding each end the cloth is run with a buffing motion down the length of tunnel.

#### VV. CLEAN SMOKING AREAS

ESTIMATED FREQUENCY: Monthly

Clean all fixtures and floors once a month:

Main Terminal - 1  
Airside A - 1  
Airside C - 2  
Airside E - 2  
Airside F - 1

#### WW. CLEAN PASSENGER BOARDING BRIDGES

ESTIMATED FREQUENCY: Monthly

The passenger boarding bridges which are to be cleaned are all gates at Airsides A, C, E, and F. The boarding bridge floors are carpeted and are cleaned using the basic carpet cleaning procedures used elsewhere in the airport. The traffic is concentrated in a narrow area, and the boarding bridge can be regarded as an extended funnel or door area. This means that the carpet needs considerably more pile lifting and aggressive vacuuming to minimize the traffic lane phenomena where the carpet fibers become crushed in the center of the boarding bridge. Cleaning methods used include the "bonnet" system.

The walls of the boarding bridges are laminated plastic. They are washed with a mild neutral detergent and allowed to air dry. The ceiling is a metal "pan" type ceiling that is wiped down with a damp cloth and mild degreasing solution.

Weather conditions and high traffic may require more frequent or seasonal increases in cleaning.

XX. CLEAN PARKING GARAGE GRAPHICS

ESTIMATED FREQUENCY: Monthly

These signs are located along the Monorail Guideway.

The units maintained under this Contract are divided between those constructed of aluminum and those of stainless steel. The graphics identifying the Long Term Parking Garage monorail stations, outside on the walkway, are constructed of aluminum. These graphics only require cleaning with a mild degreasing solution as they are not readily accessible to the public. Occasionally, conditions may necessitate an interim cleaning or touch-up in one particular area, but in general this project is scheduled once per month.

YY. SCRUB LONG TERM PARKING GARAGE STAIRWELLS

ESTIMATED FREQUENCY: QUARTERLY

There are fourteen (14) stairwells at the Long Term Parking Garage that need scrubbing on a quarterly schedule.

To clean the stairwells, a solution of strong degreasing solution is mopped on the stair treads. The solution is allowed to "work" for a minimum of 10 minutes and is then vigorously brushed with a stiff bristle broom; e.g., a street sweeper. The residue is then mopped up and the stairs allowed to dry. Landings and other areas that may require further treatment shall be sprayed with a hospital grade germicidal solution and allowed to air dry. Care must be taken to ensure that no over spray impacts parked cars. If necessary the railing shall be covered with plastic sheeting to prevent over spray.

One core will be done every month in conjunction with other scheduled work.

ZZ. DEEP CLEAN MONORAIL CARDS INTERIORS

ESTIMATED FREQUENCY: Weekly/Monthly

The carpeted floor of the monorail cars shall be vacuumed and bonnet cleaned with extraction done monthly; areas inaccessible to the machine are hand cleaned and scrubbed. The carpet shall be dried using a wet dry vacuum followed by the use of a

blower to further dry. The doors and other hard interior surfaces shall be wiped down with a mild degreasing solution, rinsed and dried. Glass surfaces shall be cleaned with a good quality glass cleaner, squeegee and chamois dry. Seats are to be spot cleaned and thoroughly dried before returning the car to service.

#### AAA. CLEAN LIMO KIOSKS

ESTIMATED FREQUENCY: QUARTERLY

The limousine kiosks are cleaned as requested, normally once per year. The units are cleaned both inside and outside.

#### BBB. STANCHION DUSTING

ESTIMATED FREQUENCY: Monthly

This project consists of dusting all stanchions at the airside in the approximate numbers listed below at each location.

Main Terminal: 850

Airside A: 280

Airside C: 367

Airside E: 295

Airside F: 270

#### CCC. BENCHES AND BALLARDS MAIN TERMINAL

ESTIMATED FREQUENCY: Monthly

Monthly a scrubbing of all surfaces will be done using cleaning agents that will remove any gum or stains that did not clean during the daily spot cleaning. Work will be done midway between the Authority's pressure washing dates. There are approximately 155 bollards.

(The rest of this page was left intentionally blank.)



## By location

### Airside C .....

#### **Orange Blossom!**

**Location:** Airside C

**Description:** A 13' x 9' x 5' sculpture

**Artist:** [Stephen Robin](#), Philadelphia, PA

**Installed:** 2005

**Material:** aluminum sculpture mounted on a concrete base

#### **The Barnstormer**

**Location:** Airside C

**Description:** An 8 ft. tall statue

**Artist:** Harrison Covington

**Installed:** 2005

**Material:** silicon bronze alloy 655 sculpture mounted on a concrete base

*The chemical patination is protected by 2 coats of 11565 brass lacquer supplied by G.J. Nikolas and Company. The Lacquer was then protected using Staples Bowling Alley Wax lightly applied and buffed. Routine maintenance as needed for indoor display should consist of periodic dusting with a soft cloth dampened with distilled water.*

### Airside F .....

#### **Verdant Tampa Bay**

**Location:** Airside F, international arrivals hall

**Description:** mixed media landscape painting measuring 8ft x 8ft;

**Artist:** [Elisabeth Condon](#)

**Installed:** 2017

**Material:** Acrylic on linen

*2-4 week spot-checks of dust and dirt on top and face of canvas. Lightly brush dust with clean Alvin draftsman (horsehair) duster or similar.*

### NOTES .....

- White gloves when handling or working with artwork
- Airport Gallery | temporary exhibit



Exhibit G  
Supply Specifications

NOTE: The quantities listed below are estimated and are subject to change.

Description / Type	Units	Annual Estimated Usage	Details	Description
Animal Waste Bags - Individual	Case	12	2,000 bags per case	Dogipot Waste Individual Bags 1402-HP, or approved equivalent
Animal Waste Large Collection Bags	Case	12	50 bags per case	Doggie Waste Bags, large, or approved equivalent
Carpet #1 Encap	Gallons	672		Or approved equivalent
Degreaser	Gallons	216		No specific manufacturer
Dishwashing Soap	Bottle	60	38 Oz bottle	Dawn Dish Soap
Disinfectant #2 Gal Neutral Q, and Suprox-D	Gallons	408		Or approved equivalent
Feminine Maxi Pads # 4	Case	10	500 per case	No specific manufacturer
Feminine Sani Liners	Case	24	250 per case	No specific manufacturer
Feminine Tampons	Case	11	250 per case	No specific manufacturer
Floor sealer	Gallons	60		No specific manufacturer
Floor/ tile/terrazzo Cleaner #1 Peroxide based/Neutral cleaner	Gallons	576		Or approved equivalent
Foam Soap - handicap restrooms	Bottle	372		Sloan Handicap Foam SJS-1151
Foam Soap - restroom sinks	Case	396	6 bottles per case	Sloan Standard Foam SJS1751-3
Foam Soap - restroom	Case	600	2 bottles per case	GoJo Industries 40.6 oz Clear Mild Foam Hand-wash Refill
Green new 33" x 43" 12-mic plastic bag	Case	1,390	250 bags per case	No specific manufacturer
Hand Sanitizer	Case	30	8 bottles per case	Purell H-1188 soap to fit S-14836 Uline
	Case	192	case of 4	Purell 5456-04 soap to fit model #2720
	Case	180	case of 4	Refill Gel PK - item #13G698
	Each	90		C batteries for 15 hand sanitizer units
High Quality White Paper Towels	Case	21,500	16 packs per case	TORK Advanced White 3-Panel multi fold paper towels
Needle Disposal Containers	Case	24	4 Mailable containers per case	Sharps Disposal by Mail-Container model 10101 & 5Qt 10501

Exhibit G  
Supply Specifications

NOTE: The quantities listed below are estimated and are subject to change.

Description / Type	Units	Annual Estimated Usage	Details	Description
Neutral cleaner/ disinfectant #3 Shine line/alcohol/other	Gallons	192		Or approved equivalent
Seat Covers	Case	1,000	5000 sheets	No specific manufacturer
Stripper	Gallons	180		No specific manufacturer
Terrazzo Floor Finish	Container	14	3.785L per container	3M Scotchguard Stone Floor Protector, or approved equivalent
Tile/VCT Floor Finish	Gallons	240		No specific manufacturer
Toilet tissue - Georgia Pacific Angel Soft Coreless 2 Ply premium	Case	16,400	(36) 750-roll sheets per case	Georgia Pacific Angel Soft Compact Coreless 2 ply premium embossed bathroom tissue
Toilet tissue - Renown Premium Junior 2-Ply Jumbo Soft Superior Quality White	Case	750	12 rolls per case	Renown Premium Junior 2-Ply Jumbo Soft Superior Quality White
Trash Receptacle Liners 24" X 33"	Case	825	500 bags per case	No specific manufacturer
Trash Receptacle Liners 40" X 48"	Case	3,500	250 bags per case	No specific manufacturer
White Hand Soap	Case	5,700	4 gallons per case	Non-fragrant and without animal fat composition
Urinal Screens	Case	225	12 packs per case	ActiveAire Citrus Low Splash deodorizer urinal screen
Air Fresheners	Case	115	12 packs per case	ActiveAire Citrus powered whole-room freshener refill
Animal friendly sanitizer	Pack	12	9 per pack	Wysiwash jacketed caplets
Changing Station Liners	Pack	10	500 per pack	Koala Care 19" x 13" Changing Station Liners for use with mfr. Model No. KB100-00, KB101-00, KB110-SSWM and KB200

Exhibit H  
Company's Cleaning Plan

## D. CLEANING PLAN

Provide a Cleaning Plan that includes at a minimum all Routine Cleaning and Project Cleaning as described in Appendix B, Sample Contract, Exhibit D, Standard Procedures for Routine Cleaning and Exhibit E, Procedures for Project Work.

Flagship's revised Cleaning Plan includes:

- Plan developed and enhanced by our best practices coupled with our intimate knowledge of the needs at TPA
- Proper scheduling of day porters 7 days per week 365 days per year by area and function on Shifts 1 and 2.
- Detailed work flow for evening cleaners and floor and project crews
- Additional porters for Food Court areas
- Additional porters for common areas on Airside
- Additional restroom porters/matrons for the new restroom scope
- New lithium ion battery equipment for efficiency & longevity

Our cleaning plan focuses on your goal of achieving APPA Level 1 cleanliness:

- Level 1—Orderly Spotlessness indicators
  - > Floors and base molding shine and/or are bright and clean; colors are fresh.
  - > There is no buildup in corners or along walls.
  - > All vertical and horizontal surfaces have a freshly cleaned or polished appearance and have no accumulation of dust, dirt, marks, streaks, smudges, or fingerprints.
  - > Lights all work and fixtures are clean.
  - > Washroom and shower fixtures and tile gleam and are odor free. Supplies are adequate.
  - > Trash containers and pencil sharpeners hold only daily waste and are clean and odor free.

Flagship is focused on results and consistency throughout the airport, not simply on frequencies. Some carpets will need to be cleaned weekly, others monthly. Terrazzo flooring may need to be buffed nightly, while other areas only need to be done weekly. We've included enough coverage to attain the levels you require with flexibility to adjust our staffing throughout the airport to reassign staff to the areas with the greatest needs.

D. CLEANING PLAN

Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
Position Title	Shift	Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
Site Manager				1.00	Pro-actively directs and manages overall staff, implements Flagship programs, schedules, attaining high quality & complete service delivery
Ops Manager, Shift 1				1.00	Directs and manages shift staff, responsible for ensuring shift are filled, work flow is providing proper coverage, meeting cleaning quality levels
Ops Manager, Shift 2				1.00	Directs and manages shift staff, responsible for ensuring shift are filled, work flow is providing proper coverage, meeting cleaning quality levels
Ops Manager, Shift 3				1.00	Directs and manages shift staff, responsible for ensuring shift are filled, work flow is providing proper coverage, meeting cleaning quality levels
HR				1.00	Manages site schedules fulfillment, hiring, site employee programs, employee welfare and compliance
Sub Site Mgr.				1.00	Directs and manages Sub-Contractor staff, responsible for meeting cleaning quality levels, communicates directly with Flagship Manager
Sub Ops Mgr.				1.00	Operations Manager for Sub-Contractor staff, responsible for over-site and staff direction, engaging with Supervisors, quality levels in Sub work areas
QC, shift 1				1.00	Performs site inspections, quality audits and monitors requests and customer satisfaction, utilizes Flagship Tablet QC Intuition System
QC shift 2				1.00	Performs site inspections, quality audits and monitors requests and customer satisfaction, utilizes Flagship Tablet QC Intuition System
Supervisors for A & C Airsides Shift 1	shift 1			1.40	Supervises staff at airside terminals, ensures fully staffed, inspects during day, helps monitor coverage depending on traffic flows
Supervisors for E & F Airsides Shift 1	shift 1			1.40	Supervises staff at airside terminals, ensures fully staffed, inspects during day, helps monitor coverage depending on traffic flows
Supervisors for Main Terminal/out-buildings Shift 1	shift 1			1.40	Supervises staff at main terminal & outbuildings ensures fully staffed, inspects during day, helps monitor coverage depending on traffic flows
Supervisors for A & C Airsides Shift 2	shift 2			1.40	Supervises staff at airside terminals, ensures fully staffed, inspects during day, helps monitor coverage depending on traffic flows
Supervisors for E & F Airsides Shift 2	shift 2			1.40	Supervises staff at airside terminals, ensures fully staffed, inspects during day, helps monitor coverage depending on traffic flows
Supervisors for Main Terminal/out-buildings Shift 2	shift 2			1.40	Supervises staff at main terminal & outbuildings ensures fully staffed, inspects during day, helps monitor coverage depending on traffic flows
Supervisors for A & C Airsides Shift 3	shift 3			1.40	Supervises staff, ensures fully staffed, directs & inspects over-night routine & detail cleaning to ensure the site is ready for the next day
Supervisors for E & F Airsides Shift 3	shift 3			1.40	Supervises staff, ensures fully staffed, directs & inspects over-night routine & detail cleaning to ensure the site is ready for the next day
Supervisors for Main Terminal/out-buildings Shift 3	shift 3			1.40	Supervises staff, ensures fully staffed, directs & inspects over-night routine & detail cleaning to ensure the site is ready for the next day
Supervisor Project/Floor Crew Shift 3	shift 3			1.40	Supervises floor and project/floor crews, distributes work schedules, ensures proper process followed, inspects completion and quality

D. CLEANING PLAN

Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
Position Title	Shift	Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
Main Terminal (3 levels)		Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
<b>level 3 transfer level</b>		465,437	54,104		
restroom, female	shift 1			2.80	dedicated to level 3 restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 1			2.80	dedicated to level 3 restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 1			1.40	porter and clean the common halls, entrances, ensure floor spills and spot carpet cleaning completed as needed, assist where hi traffic
food court person	shift 1			2.80	dedicated to food court areas during entire shift, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
exterior porters (for 3 levels, 2 sides and 2 rental car areas)	shift 1			0.70	porter and clean exterior walkways, entrances on all levels, porter and clean as needed rental car lounge areas
<b>level 3 transfer level</b>					
restroom, female	shift 2			2.80	dedicated to level 3 restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 2			2.80	dedicated to level 3 restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 2			1.40	porter and clean the common halls, entrances, ensure floor spills and spot carpet cleaning completed as needed, assist where hi traffic
food court person	shift 2			2.80	dedicated to food court areas during entire shift, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
exterior porters (for 3 levels, 2 sides and 2 rental car areas)	shift 2			0.70	porter and clean exterior walkways, entrances on all levels, porter and clean as needed rental car lounge areas
<b>level 2 ticketing level</b>					
restroom, female	shift 1			1.40	dedicated to level 2 restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 1			1.40	dedicated to level 2 restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 1			1.40	porter and clean the common halls, entrances, ensure floor spills and spot carpet cleaning completed as needed, assist where hi traffic
<b>level 2 ticketing level</b>					
restroom, female	shift 2			1.40	dedicated to level 2 restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 2			1.40	dedicated to level 2 restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 2			1.40	porter and clean the common halls, entrances, ensure floor spills and spot carpet cleaning completed as needed, assist where hi traffic
<b>level 1 baggage level</b>					

D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
restroom, female	shift 1			2.80	dedicated to level 1 restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 1			2.80	dedicated to level 1 restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 1			1.40	porter and clean the common halls, entrances, ensure floor spills and spot carpet cleaning completed as needed, assist where hi traffic
<b>level 1 baggage level</b>					
restroom, female	shift 2			2.80	dedicated to level 1 restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 2			2.80	dedicated to level 1 restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 2			1.40	porter and clean the common halls, entrances, ensure floor spills and spot carpet cleaning completed as needed, assist where hi traffic
<b>All Levels Main Terminal 3rd Shift</b>					
Lead	shift 3			1.40	Assist Supervisors in directing staff, helps with special emergency items, helps with proper cleaning techniques
1 <sup>st</sup> Level LRR	shift 3			1.40	detailing & cleaning of restrooms
1 <sup>st</sup> Level MRR	shift 3			1.40	detailing & cleaning of restrooms
1 <sup>st</sup> level Floor/Area/Curbside	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
2 <sup>nd</sup> level Floor/Area/Curbside	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
2 <sup>nd</sup> Level LRR	shift 3			1.40	detailing & cleaning of restrooms
2 <sup>nd</sup> Level MRR /Ticket counter	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
2 <sup>nd</sup> level Floor/Area/Curbside	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
2 <sup>nd</sup> level Floor/Area/Curbside	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
2 <sup>nd</sup> Level Office Spaces	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
2 <sup>nd</sup> Level Office Spaces	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
3 <sup>rd</sup> Level LRR	shift 3			1.40	detailing & cleaning of restrooms
3 <sup>rd</sup> Level MRR	shift 3			1.40	detailing & cleaning of restrooms
3 <sup>rd</sup> level Floor/Area	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
3 <sup>rd</sup> level Floor/Area	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
3 <sup>rd</sup> Level Office Spaces	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
Elevators	shift 3			1.40	cleaning & detailing of escalators



D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
Escalators	shift 3			1.40	cleaning & detailing of elevators
Vacuum Cleaner (Chariot)	shift 3			1.40	vacuuming flooring
Vacuum Cleaner (Chariot)	shift 3			1.40	vacuuming flooring
Auto Scrubber	shift 3			1.40	scrubbing, hard floor care
Auto Scrubber	shift 3			1.40	scrubbing, hard floor care
Carpet spotting/Gum	shift 3			1.40	carpet cleaning
<b>Administrative Offices Building</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
cleaner/porter	shift 1	4,498	69,376	1.40	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner/porter	shift 2			1.40	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Baggage Support Facility - Airside A</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
cleaner/porter	shift 1	0	2,178	0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner/porter	shift 2			0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner	shift 3			0.18	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Baggage Support Facility - Airside C</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
cleaner/porter	shift 1	0	455	0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner/porter	shift 2			0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner	shift 3			0.18	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Baggage Support Facility - Airside E</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
cleaner/porter	shift 1	0	516	0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner/porter	shift 2			0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed

D. CLEANING PLAN

Tampa International Airport (Solicitation #: 20-534-003)

Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
Position Title	Shift	Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
cleaner	shift 3			0.18	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Baggage Support Facility - Airside F</b>		Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
cleaner/porter	shift 1	0	1,494	0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner/porter	shift 2			0.18	porter and clean the common halls, entrances, conference rooms, ensure floor spills, spot carpet cleaning, porter restrooms as needed
cleaner	shift 3			0.18	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Airside Terminal A</b>		Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
<b>Airside A (jetblue, spirit, united, etc., 18 gates)</b>		108,714	41,827		
restroom, female	shift 1			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 1			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
food court person	shift 1			1.40	dedicated to food court areas during all peak use, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
porter, gates, hall, tsa	shift 1			2.80	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Airside A (jetblue, spirit, united, etc., 18 gates)</b>					
restroom, female	shift 2			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 2			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
food court person	shift 2			1.40	dedicated to food court areas during all peak use, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
porter, gates, hall, tsa	shift 2			2.80	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Ramp person</b>	shift 1			1.23	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)
<b>Ramp person</b>	shift 2			1.23	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)
<b>Airside A &amp; Ramp &amp; Non-Public (jetblue, spirit, united, etc., 18 gates)</b>					

D. CLEANING PLAN

Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
Position Title	Shift	Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			0.35	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor	shift 3			1.40	project/floor crew, hard floors, carpets, heavy detailing
project/floor	shift 3			0.70	project/floor crew, hard floors, carpets, heavy detailing
<b>Airside Terminal C</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
<b>Airside C (southwest, 16 gates)</b>		142,767	33,047		
<b>Airside C (southwest, 16 gates)</b>					
1 restroom, female	shift 1			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
1 restroom, male	shift 1			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
1 food court person	shift 1			1.40	dedicated to food court areas during all peak use, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
3 porter, gates, hall, tsa	shift 1			4.20	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Airside C (southwest, 16 gates)</b>					
1 restroom, female	shift 2			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
1 restroom, male	shift 2			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
1 food court person	shift 2			1.40	dedicated to food court areas during all peak use, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
3 porter, gates, hall, tsa	shift 2			4.20	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Ramp person</b>	shift 1			1.23	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)
<b>Ramp person</b>	shift 2			1.23	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)

D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
Position Title	Shift	Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
<b>Airside C &amp; Ramp (southwest, 16 gates)</b>					
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor	shift 3			1.40	project/floor crew, hard floors, carpets, heavy detailing
project/floor	shift 3			0.88	project/floor crew, hard floors, carpets, heavy detailing
<b>Airside Terminal E</b>		Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
<b>Airside E (air canada, delta, 14 gates)</b>		113,708	51,646		
restroom, female	shift 1			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 1			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
food court person	shift 1			1.40	dedicated to food court areas during all peak use, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
porter, gates, hall, tsa	shift 1			2.80	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Airside E (air canada, delta, 14 gates)</b>					
restroom, female	shift 2			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 2			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
food court person	shift 2			1.40	dedicated to food court areas during all peak use, porter tables, address floor spills, tidy chairs and ensure overall cleanliness of dining areas
porter, gates, hall, tsa	shift 2			2.80	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Ramp person</b>	shift 1			1.05	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)

D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
<b>Ramp person</b>	shift 2			1.05	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)
<b>Airside E (air canada, delta, 14 gates)</b>					
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor	shift 3			1.40	project/floor crew, hard floors, carpets, heavy detailing
project/floor	shift 3			0.35	project/floor crew, hard floors, carpets, heavy detailing
<b>Airside Terminal F</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
<b>Airside F (american, usairways, etc., 15 gates)</b>		156,636	35,060		
restroom, female	shift 1			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 1			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
porter, gates, hall, tsa	shift 1			2.80	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Airside F (american, usairways, etc., 15 gates)</b>					
restroom, female	shift 2			1.40	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 2			1.40	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
porter, gates, hall, tsa	shift 2			2.80	porter common hall, tidy gates after each flight bank, clean spills in hall, check jet bridge trash, service TSA entrance areas
<b>Ramp person</b>	shift 1			0.70	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)
<b>Ramp person</b>	shift 2			0.70	porter and clean the ramp office areas, clean-up floor spills, tidy break areas, porter restrooms as needed (pickup any fod passed by)
<b>Airside F (american, usairways, etc., 15 gates)</b>					
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning

D. CLEANING PLAN

Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
Position Title	Shift	Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			0.35	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor	shift 3			1.40	project/floor crew, hard floors, carpets, heavy detailing
project/floor	shift 3			0.53	project/floor crew, hard floors, carpets, heavy detailing
<b>Shuttle Cars (Trains themselves)</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		6,825	0		
cleaner/porter	shift 1			0.35	porter and clean the trains, pickup debris, clean-up spills, wipe down surfaces
cleaner/porter	shift 2			0.35	porter and clean the trains, pickup debris, clean-up spills, wipe down surfaces
cleaner #1	shift 3			1.40	performs scope of work daily, weekly & periodic work including wiping surfaces, vacuuming and/or hard floor cleaning, wiping windows & train surfaces
cleaner #2	shift 3			1.40	performs scope of work daily, weekly & periodic work including wiping surfaces, vacuuming and/or hard floor cleaning, wiping windows & train surfaces
<b>Economy Parking Garage (includes 4 large people movers)</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		36,800	0		
cleaner/porter/restroom	shift 1			0.45	porter and clean the landings, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as needed
cleaner/porter/restroom	shift 2			0.45	porter and clean the landings, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as needed
cleaner(s)	shift 3			2.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>CONRAC Common (APM3)</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		88,626	698		

D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
Lead cleaner/porter	shift 1			1.40	porter and clean the landings, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
restroom, female	shift 1			2.80	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 1			2.80	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 1			1.05	porter and clean the landings, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
Lead cleaner/porter	shift 2			1.40	porter and clean the landings, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
restroom, female	shift 2			2.80	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
restroom, male	shift 2			2.80	dedicated to restrooms, cycle all male restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 2			1.05	porter and clean the landings, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor	shift 3			1.40	project/floor crew, hard floors, carpets, heavy detailing
<b>Monorail Cars &amp; Maintenance Shop Offices</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		1,312	0		
cleaner/porter	shift 1			0.18	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom and/or breakroom as needed
cleaner/porter	shift 2			0.18	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom and/or breakroom as needed
cleaner	shift 3			0.35	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning

D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
<b>Short Term Parking</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		38,765	0		
cleaner/porter	shift 1			0.70	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom and/or breakroom as needed
cleaner/porter	shift 2			0.70	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom and/or breakroom as needed
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Long Term Parking</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		74,426	0		
cleaner/porter	shift 1			1.40	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as applicable
cleaner/porter	shift 2			1.40	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as applicable
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Cell Phone Waiting Lot</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		855	0		
cleaner/porter	shift 1			0.70	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner/porter	shift 2			0.70	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner	shift 3			0.44	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning



D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
Position Title	Shift	Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
<b>Consolidated Ground Transportation Facility</b>		Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
		2,856	0		
cleaner/porter	shift 1			0.70	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as applicable
cleaner/porter	shift 2			0.70	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as applicable
cleaner	shift 3			0.96	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
<b>Sky Connect Station I (APM 1)</b>		Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
		40,641	0		
cleaner/porter	shift 1			1.40	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner/porter	shift 2			1.40	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			1.40	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
cleaner	shift 3			0.35	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor/floor	shift 3			0.88	project/floor crew, hard floors, carpets, heavy detailing
<b>Sky Connect Station II (APM 2) (Leads to Economy Parking)</b>		Public Cleanable Sq. Ft.	Non-Public Cleanable Sq. Ft.	Total FTE's	Responsibilities
		14,575	0		
cleaner/porter	shift 1			0.88	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner/porter	shift 2			0.88	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash

**D. CLEANING PLAN**

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
cleaner	shift 3			0.70	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor/floor	shift 3			0.61	project/floor crew, hard floors, carpets, heavy detailing
<b>Sky Connect Station III (APM 3, attached CONRAC)</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		17,477	0		
cleaner/porter	shift 1			0.35	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner/porter	shift 2			0.35	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash
cleaner	shift 3			0.70	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor/floor	shift 3			0.79	project/floor crew, hard floors, carpets, heavy detailing
<b>Central Warehouse</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		0	6,273		
cleaner/porter	shift 1			0.00	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as needed
cleaner/porter	shift 2			0.00	porter and clean entrances, pickup debris, clean-up spills, wipe down surfaces, check & haul trash, porter restroom as needed
cleaner	shift 3			0.13	performs scope of work daily, weekly & periodic work including trash hauling, wiping surfaces, vacuuming and/or hard floor cleaning
project/floor/floor	shift 3			0.03	project/floor crew, hard floors, carpets, heavy detailing
<b>Federal Inspection Service Air Cargo</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		0	2,514		
cleaner/porter	shift 1			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues

D. CLEANING PLAN

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>					
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.					
	Shift 1 schedule	6:00am-2:30pm			
	Shift 2 schedule	2:00pm-10:30pm			
	Shift 3 schedule	10:00pm-6:30am			
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
cleaner/porter	shift 2			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner	shift 3			0.19	vacuuming, dusting, wiping of surfaces, carpet spotting, mopping, trash removal, restroom cleaning to achieve APPA Level 1
project/floor/floor	shift 3			0.01	project/floor crew, hard floors, carpets, heavy detailing
<b>Federal Inspection Service General Aviation</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		2,710	0		
cleaner/porter	shift 1			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 2			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner	shift 3			0.10	vacuuming, dusting, wiping of surfaces, carpet spotting, mopping, trash removal, restroom cleaning to achieve APPA Level 1
project/floor/floor	shift 3			0.01	project/floor crew, hard floors, carpets, heavy detailing
<b>Airport Support Facility</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		0	7,428		
cleaner/porter	shift 1			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner/porter	shift 2			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues
cleaner	shift 3			0.25	vacuuming, dusting, wiping of surfaces, carpet spotting, mopping, trash removal, restroom cleaning to achieve APPA Level 1
project/floor/floor	shift 3			0.01	project/floor crew, hard floors, carpets, heavy detailing
<b>porter Canine Facility</b>		<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>
		0	2,140		

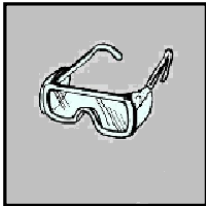
**D. CLEANING PLAN**

<b>Flagship Cleaning Plan Duties by Staff Member for Tampa International Airport</b>						
Our staffing plan includes both Flagship and our subcontractor FCS staffing. FCS will work on 3rd shift and perform 3rd shift tasks as required in the RFP.						
	Shift 1 schedule	6:00am-2:30pm				
	Shift 2 schedule	2:00pm-10:30pm				
	Shift 3 schedule	10:00pm-6:30am				
<b>Position Title</b>	<b>Shift</b>	<b>Public Cleanable Sq. Ft.</b>	<b>Non-Public Cleanable Sq. Ft.</b>	<b>Total FTE's</b>	<b>Responsibilities</b>	
cleaner/porter	shift 1			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
cleaner/porter	shift 2			0.00	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
cleaner	shift 3			0.25	vacuuming, dusting, wiping of surfaces, carpet spotting, mopping, trash removal, restroom cleaning to achieve APPA Level 1	
project/floor/floor	shift 3			0.01	project/floor crew, hard floors, carpets, heavy detailing	
<b>Augmented Staff for Peak high volume times</b>					<b>Total FTE's</b>	<b>Responsibilities</b>
<b>FT Attendants Airside RR and Food Courts 5:00am-11:00pm, and extra porters</b>						
Spring Break 8 sets RR	shift 1			1.29	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
Spring Break 8 sets RR	shift 2			1.29	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
Spring Break cleaner/porter	shift 1			0.08	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
Spring Break cleaner/porter	shift 2			0.08	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
Thanksgiving, Christmas, Holidays (3 weeks) Restrooms	shift 1			0.65	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
Thanksgiving, Christmas, Holidays (3 weeks) Restrooms	shift 2			0.65	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
Thanksgiving, Christmas, Holidays (3 weeks) cleaner/porter	shift 1			0.04	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
Thanksgiving, Christmas, Holidays (3 weeks) cleaner/porter	shift 2			0.04	dedicated to restrooms, cycle all female restrooms, stock supplies, tidy floors, counters and any clean any major issues	
<b>Combined Total FTE's</b>				<b>262.22</b>		

GENERAL CLEANING TASKS

# Dusting

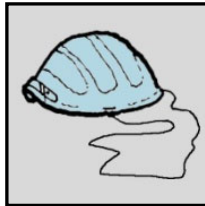
## SAFETY



Eye protection



Rubber gloves



Dust mask

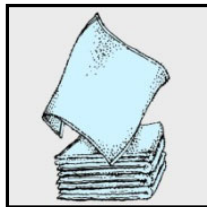


Wet Floor sign

## TOOLS



Duster and frame



Cloth



General purpose cleaner

**INSPECT:** Start with clean duster and dust cloths.

**PREPARE:** Stock your cart.

**CLEAN:** Shake high duster over trash or into a bag to clean.

# Dusting

## ACTION

Spray solution on dust cloth. Don't spray surfaces.



Use dust cloth to wipe surfaces.



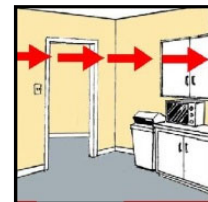
Start on high surfaces and work down.



Don't use dust cloth on glass.



Move around room from left to right.



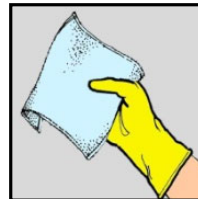
Pick up dust - don't move it around.



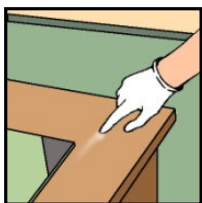
Use clean high duster for small surfaces.



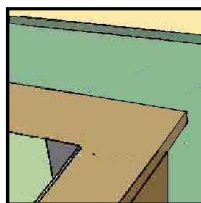
Change dust cloth or wiper when soiled.



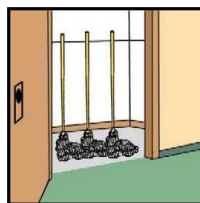
## Review



White glove test.



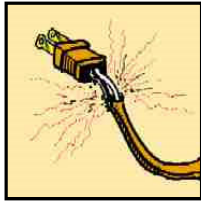
No dust on surfaces.



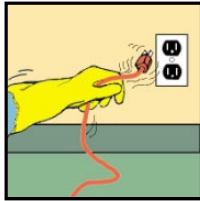
Equipment cleaned and stored.

# Vacuum Cleaning

## SAFETY



No frayed cords.



Don't pull plug from outlet by tugging cord.



Don't run over the cord.

Use safe lifting procedures.

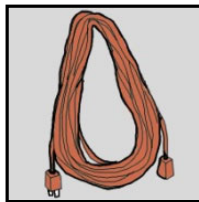
## TOOLS



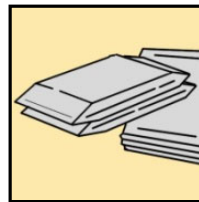
Vacuum



Baseboard attachments



Extension cord



Replacement vacuum bag



Trash can with liner

**INSPECT:** Check vacuum for obstructions, noise levels, plugs and cords for electrical safety. Check hoses for cracks and leaks.

**PREPARE:** Empty or replace full bags.

**CLEANUP:** Store equipment properly. Never leave vacuum equipment unattended – prevents theft or accident. Never store vacuum in stairwells or blocking fire exits.

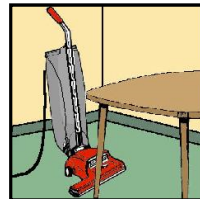
# Vacuum Cleaning

## ACTION

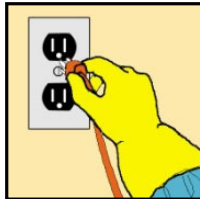
Remove large debris.



Don't bump into furniture legs and corners.



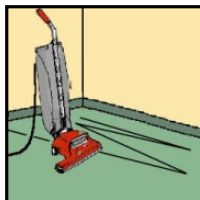
Plug in vacuum and turn it on.



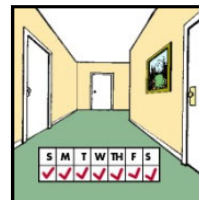
Use attachments for corners and baseboards.



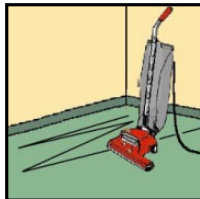
Move vacuum slowly back and forth, overlapping strokes.



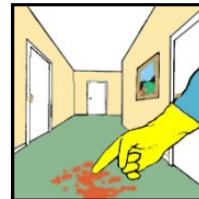
Vacuum all traffic areas daily.



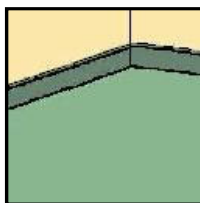
Turn and vacuum at 90° angle to lift nap.



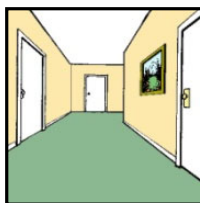
Note spots and stains and report to supervisor.



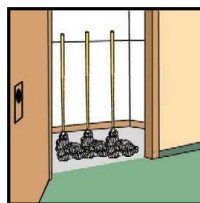
## Review



No visible soil.



Uniform, raised nap  
Clean corners and baseboards.

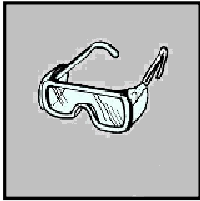


Equipment clean and stored.

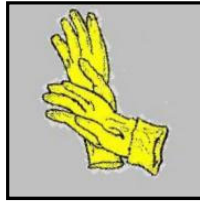


# Trash Removal

## SAFETY



Eye protection



Rubber gloves



Don't reach into trash.



Identify biohazards.

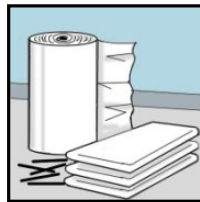


Lift with your legs, not your back.

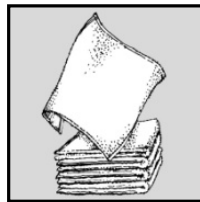
## TOOLS



Cart with trash container



Bags



Wiper



General purpose cleaner

**INSPECT:** Identify specialized recyclables.

**PREPARE:** Stock your cart with bags, ties and cleaners.

**CLEANUP:** Spot clean containers. Empty trash and cart. Install new liner. Store supplies and equipment.

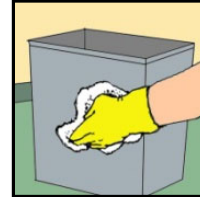
# Trash Removal

## ACTION

Don't lift the container - just replace the liner.



Spot clean containers as necessary.



Pull up sides of liner and tie off.



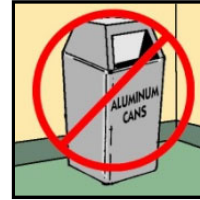
Install a new liner and return container to original location.



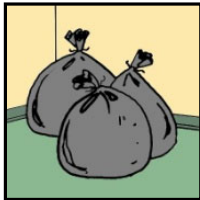
Keep bag away from your body.



Don't mix trash with recyclables.



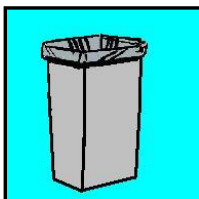
Place full bag on cart or at collection area.



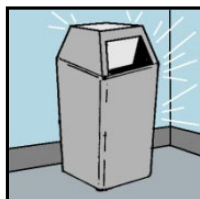
If it's not in a container or not marked, don't throw it out.



## Review



Trash containers are empty.



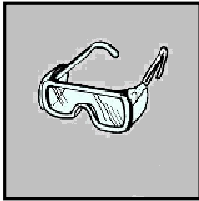
Containers are clean and odor free.



Containers at proper locations.

# Dust Mopping

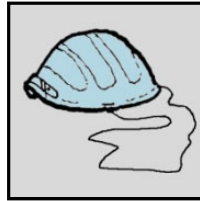
## SAFETY



Eye protection

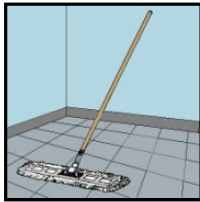


Wet Floor sign

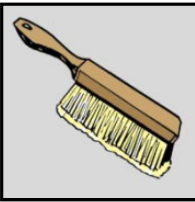


Dust mask

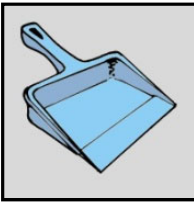
## TOOLS



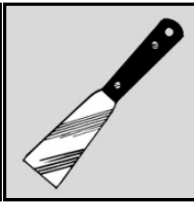
Dust mop, frame



Counter brush



Dust pan



Scraper or Putty Knife

**INSPECT:** Clean dust mop. Check handle and frame.

**PREPARE:** Place pre-treated mop head on frame.

**CLEANUP:** Shake mop clean over trash can or bag. Launder soiled mop heads as necessary. Store equipment.

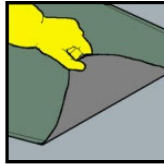
# Dust Mopping

## ACTION

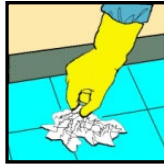
Set out Wet Floor sign.



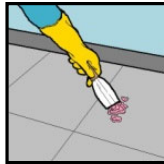
Remove walk-off mats.



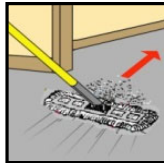
Remove large debris from floor.



Use putty knife to remove anything stuck onto the floor.



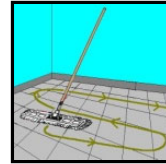
Sweep toward the exit.



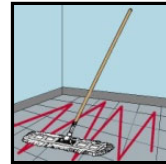
Mop at an angle away from the wall.



Sweep in an "S" pattern with the same leading edge.



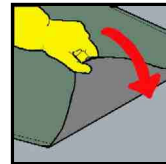
Overlap strokes.



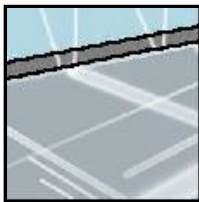
Use brush and dust pan to remove sweepings.



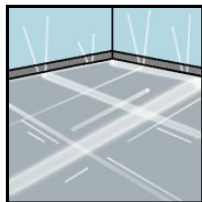
Vacuum and replace walk-off mats.



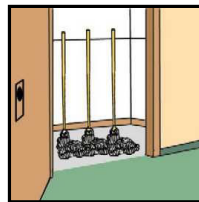
## Review



No loose dust, dirt or trash.



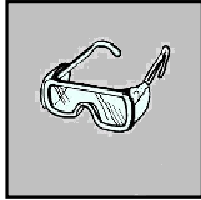
Clean edges and baseboards.



Equipment cleaned and stored.

# Damp Mopping

## SAFETY



Eye protection



Rubber gloves

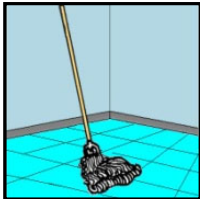


Slip resistant footwear

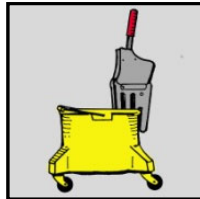


Wet Floor sign

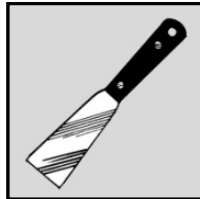
## TOOLS



Mop handle, mop head



Bucket and wringer



Putty knife



Floor cleaner

**INSPECT:** Replace torn, worn or dirty mop heads. Make sure mop wringer and wheels are working.

**PREPARE:** Fill bucket half full with cool water. Add floor cleaner per label instructions.

**CLEANUP:** Rinse and comb mop. Hang to dry. Rinse bucket and wringer.

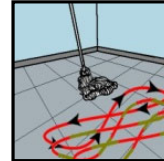
# Damp Mopping

## ACTION

Set out Wet Floor sign.



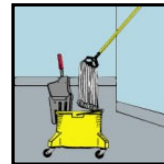
Mop with a "figure 8" pattern, overlapping rows.



Remove debris, walk-off mats and anything stuck to floor.



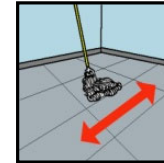
Roll mop every 4-5 rows. Rinse when both sides are soiled. No splashes.



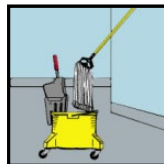
Measure floor cleaner and dispense into bucket 1/2 filled with cool water.



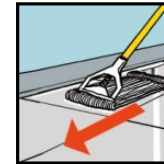
Collect scrub water with mop. Change scrub solution when dirty.



Dip mop into cleaning solution and wring as needed.



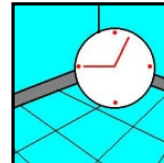
Mop backwards covering your tracks. Work left to right and toward door or drain.



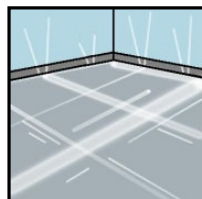
Break large jobs into 10' x 10' work areas. Outline with mop.



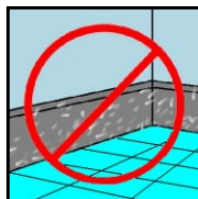
Let the floor dry before removing Wet Floor sign.



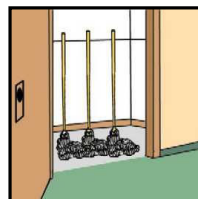
## Review



No soil or streaks on floor.



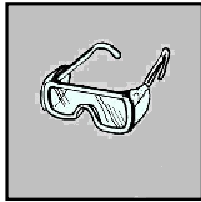
No splashes on baseboard or furniture.



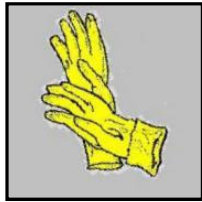
Equipment clean and stored.

# Glass Cleaning

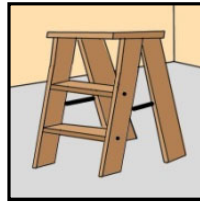
## SAFETY



Eye protection



Rubber gloves

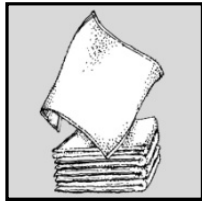


Never stand on furniture to clean high spots.



Wet Floor sign

## TOOLS



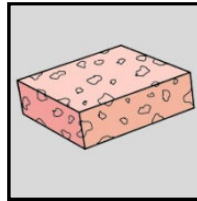
Wiper



Glass cleaner



Squeegee and bucket



Sponge

- INSPECT:** Make sure wipers are clean. Squeegee blade is free of nicks that can leave trails.
- PREPARE:** Fill labeled bottles or prepare bucket of glass cleaner solution.
- CLEANUP:** Launder or discard wipers. Refill sprayer bottles. Rinse bucket and hang squeegee to dry.



# Glass Cleaning

## ACTION

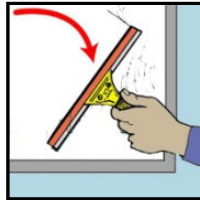
### Cleaning with squeegee (for larger jobs):



Work from high to low. Apply solution with sponge.



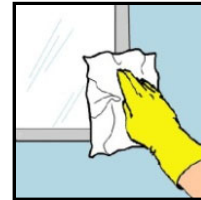
Rub smudges and loosen stuck-on dirt.



Squeegee high to low, left to right.



Collect solution at bottom with sponge or wiper.



Spot clean trim with wiper.

### Spray cleaning (for smaller jobs):



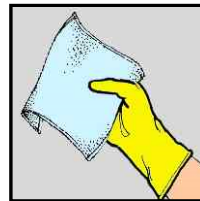
Spray with glass cleaner. Don't over spray.



Wipe left to right, top to bottom.



Scrub smudges and stuck-on dirt.

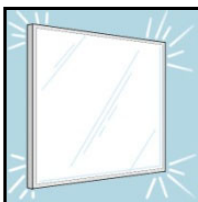


Fold wiper for cleaning, dry surfaces.

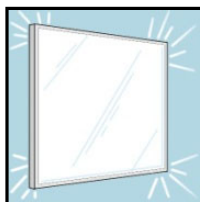


Spot clean trim with wiper.

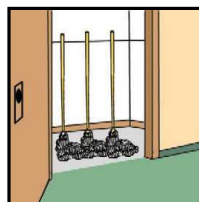
## Review



No streaks on glass.



No runoff on trim.

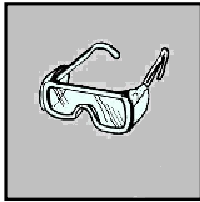


Equipment clean and stored.



# Special Cleaning Tasks

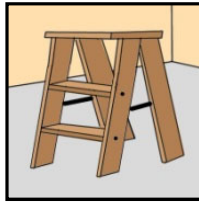
## SAFETY



Eye protection



Rubber gloves



Use safe ladder technique for cleaning high spots.

## TOOLS



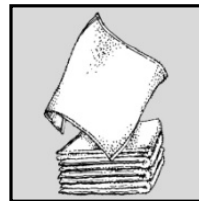
General purpose cleaner



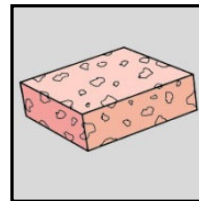
Germicidal cleaner



Graffiti remover



Wipers



Scrubbing sponge

**INSPECT:** Make sure wipers and sponges are clean.

**PREPARE:** Fill labeled bottles of cleaners. Stock cart. Review schedule of periodic cleaning.

**CLEANUP:** Launder or discard wipers. Refill sprayer bottles. Return tools and supplies to cart.

# Special Cleaning Tasks

## ACTION

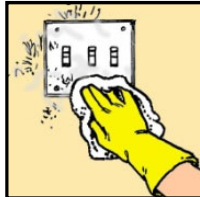
Spray all purpose cleaner on wiper to spot clean walls and high contact surfaces.



Empty ashtrays into designated receptacles. Spray with glass cleaner. Wipe and polish dry.



Wipe high contact surfaces.



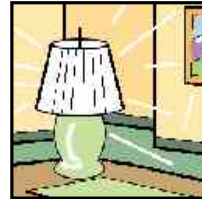
Use wood polish on desks. Spray and polish to shine.



Check for and remove graffiti. Report areas needing paint or repair.



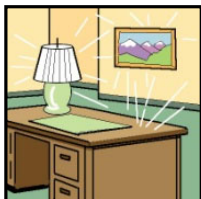
Use metal polish on chrome and brass.



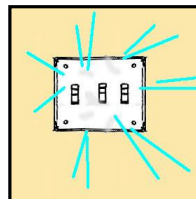
Spray telephone with disinfectant. Polish dry with wiper.



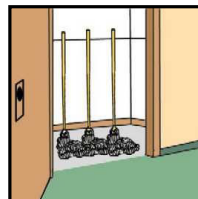
## Review



No streaks or spots on surface.



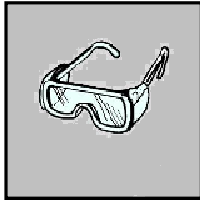
Sparkling contact surfaces.



Equipment cleaned and stored.

# Dusting

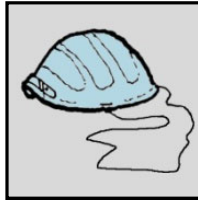
## SAFETY



Eye protection



Rubber gloves



Dust mask

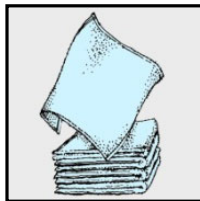


Wet Floor sign

## TOOLS



Duster and frame



Cloth



General purpose cleaner

**INSPECT:** Start with clean duster and dust cloths.

**PREPARE:** Stock your cart.

**CLEAN:** Shake high duster over trash or into a bag to clean.

# Dusting

## ACTION

Spray solution on dust cloth. Don't spray surfaces.



Use dust cloth to wipe surfaces.



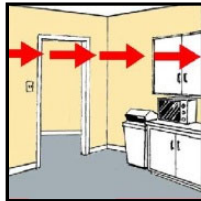
Start on high surfaces and work down.



Don't use dust cloth on glass.



Move around room from left to right.



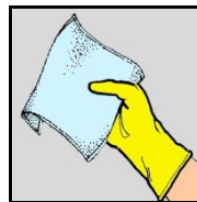
Pick up dust - don't move it around.



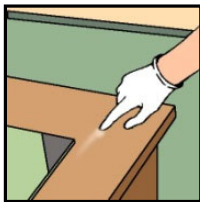
Use clean high duster for small surfaces.



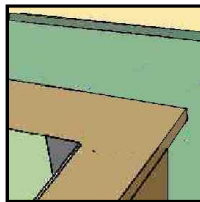
Change dust cloth or wiper when soiled.



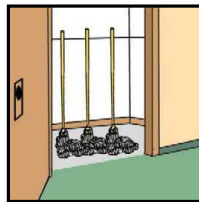
## Review



White glove test.



No dust on surfaces.



Equipment cleaned and stored.

▼ D. CLEANING PLAN

Cleaning Chemicals

SURFACE	CHEMICALS	PPE	TOOLS
	 <p>Multi Surface Cleaner</p>		
	 <p>Cream cleanser</p>		
	 <p>Disinfectant</p>		
	 <p>Bowl Cleaner</p>		
	 <p>Odor Enzyme</p>		

Ladies Restroom Stall

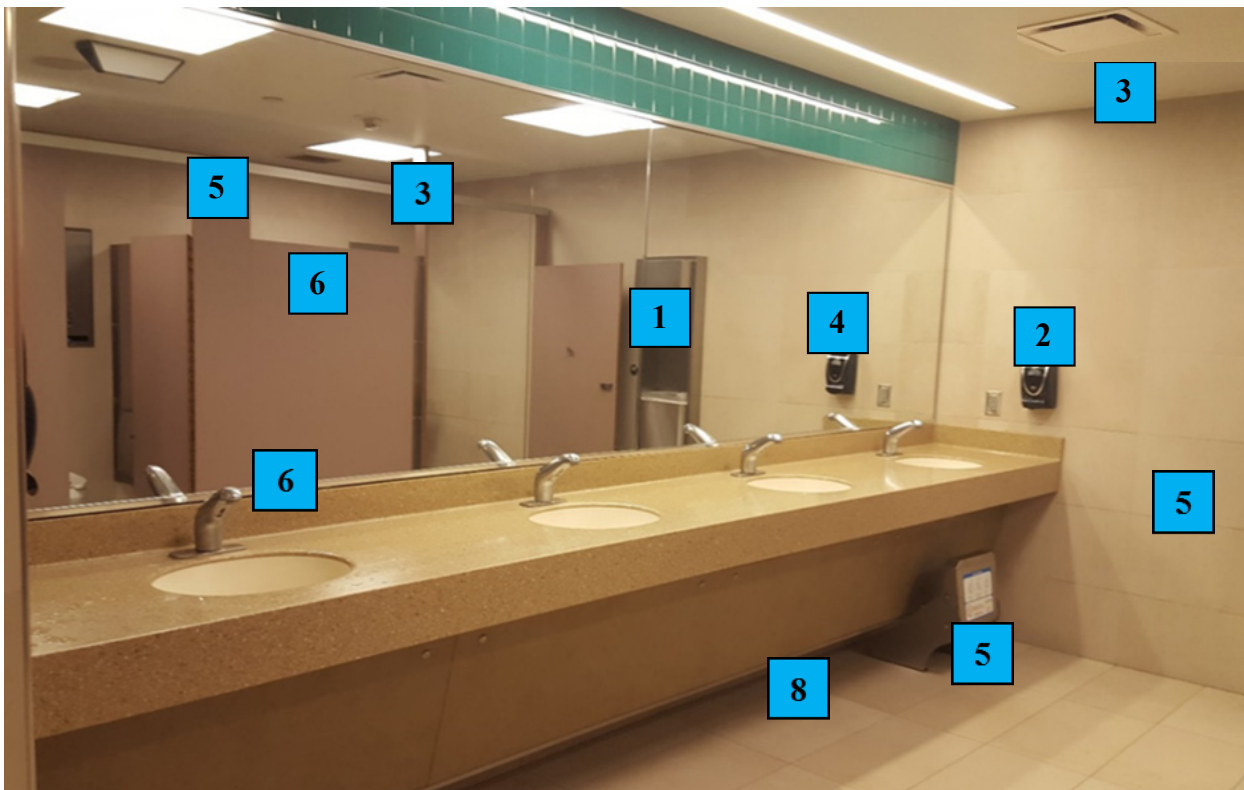


Procedures:

1. Remove Trash, replace liner
2. Stock dispensers: soap, seat covers, hand towels, Maxis, toilet paper, wax liners
3. High dust: Vents, lights, walls, partitions, bio zones
4. Low dust: walls, fixtures, dispensers, door jams if applicable
5. Spot clean walls, partitions
6. Clean glass, mirrors, counters, sinks, polish fixtures
7. Clean inside toilet, around toilet and under the toilet
8. Sweep under toilets, sweep corners, mop floor with clean water, use red inserts dirty water separator
9. Make sure wet floor sign is clean and in place with proper restroom ID
10. Inspect for quality



## Restroom Wash Areas



## Procedures:

1. Remove Trash, replace liner
2. Stock dispensers: soap, seat covers, hand towels, Maxis, toilet paper, wax liners
3. High dust: Vents, lights, walls, partitions, bio zones,
4. Low dust: walls, fixtures, dispensers, door jams if applicable
5. Spot clean walls, partitions, kids step
6. Clean glass, mirrors, counters, sinks, polish fixtures
7. Clean inside toilet, around toilet and under the toilet
8. Sweep under toilets, sweep corners, mop floor with clean water, use red inserts dirty water separator
9. Make sure wet floor sign is clean and in place with proper restroom ID
10. Inspect for quality

## Men's Urinals



## Procedures:

1. High Dust: walls, partitions, lights, grills, vents
2. Low Dust walls, partitions, fixtures Horizontal, vertical
3. Spot clean walls, partitions
4. Clean inside urinal, around urinal and under the urinal
5. Polish fixtures
6. Sweep under toilets, sweep corners, mop floor with clean water, use red inserts dirty water separator
7. Make sure wet floor sign is clean and in place with proper restroom ID
8. Inspect for quality



Companion Restroom



Procedures:

1. Remove Trash, replace liner
2. Stock dispensers: soap, seat covers, hand towels, Maxis, toilet paper, wax liners
3. High dust: Vents, lights, walls, partitions, bio zones
4. Low dust: walls, fixtures, dispensers, door jams if applicable
5. Spot clean walls, partitions, kids steps
6. Clean glass, mirrors, counters, baby changers, sinks, polish fixtures
7. Clean inside toilet, around toilet and under the toilet
8. Sweep under toilets, sweep corners, mop floor with clean water, use red inserts dirty water separator
9. Make sure wet floor sign is clean and in place with proper restroom ID
10. Inspect for quality

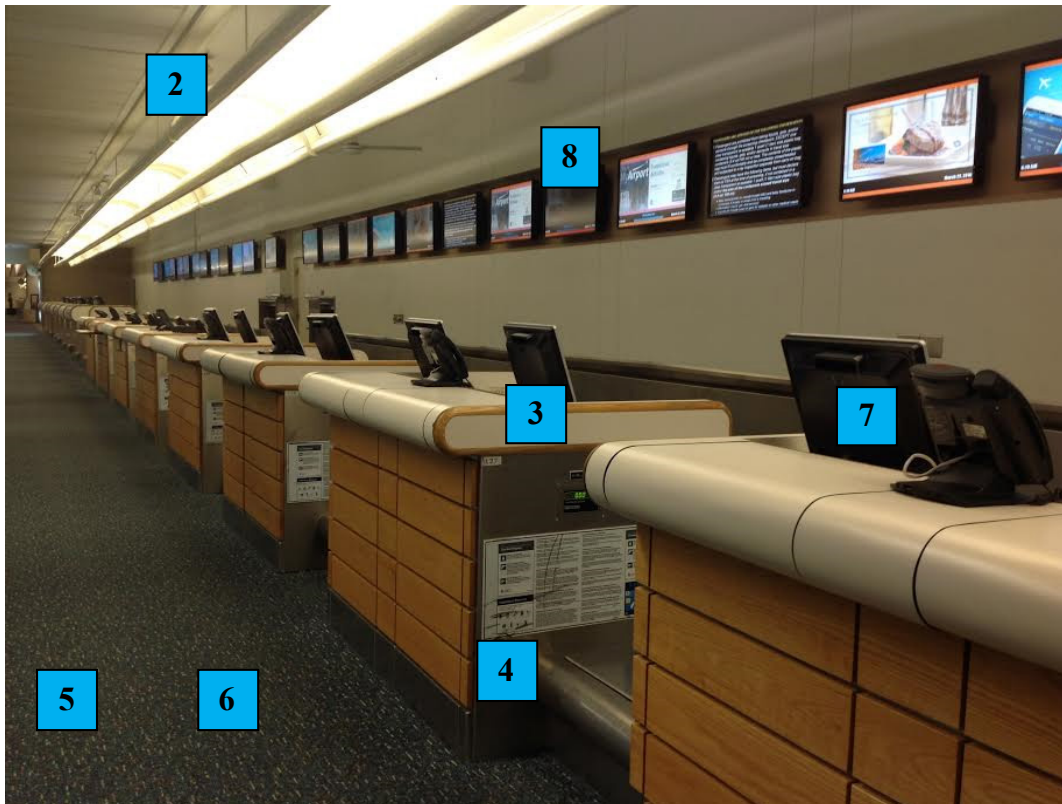
## Common Area - Rental Car Seating Area



## Procedures:

1. Remove trash
2. Dust
3. Clean glass
4. Spot clean hard surfaces
5. Spot clean carpeted surfaces
6. Dust mop hard floors/vacuum carpeted floors
7. Damp mop hard floors
8. Put furniture back in place
9. Inspect for quality

## Ticket Counters



## Procedures:

1. Remove trash
2. High dust canopies, front first
3. Low dust counters after all canopies are dusted
3. Clean counters
4. Polish metal surfaces
5. Spot clean carpeted surfaces
6. Dust mop hard floors/vacuum carpeted floors
7. Put furniture back in place
8. Inspect for quality

▼ D. CLEANING PLAN

Phones and Fountains



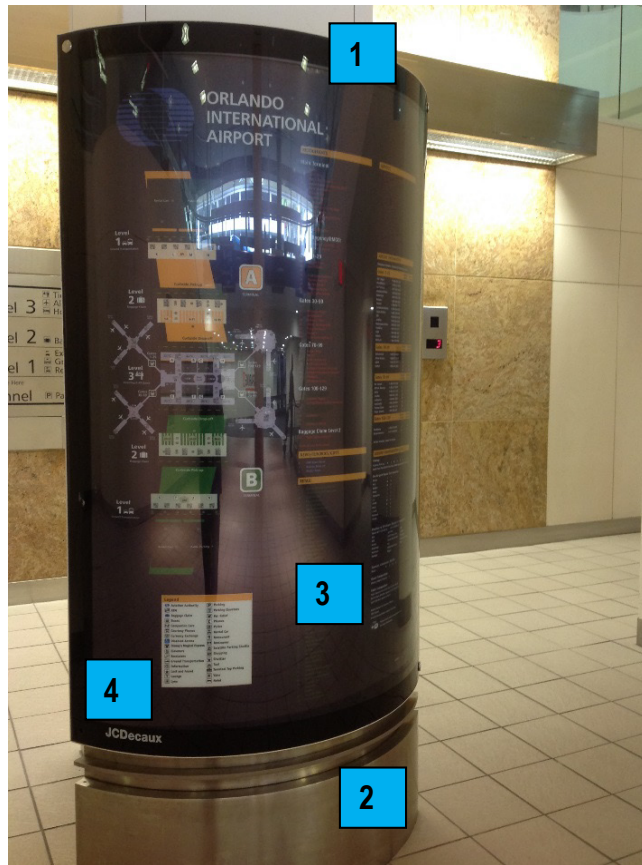
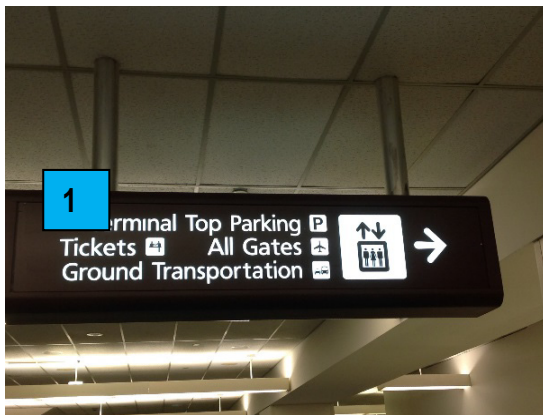
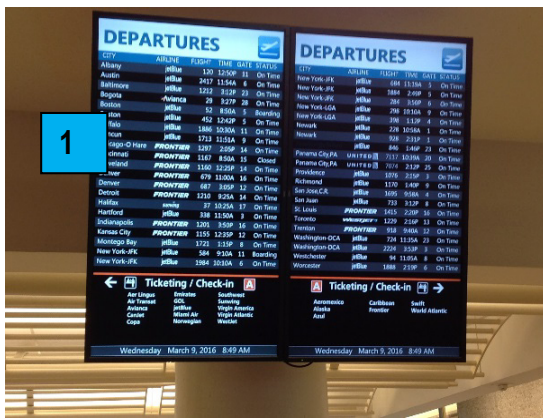
Procedures:

1. Dust
2. Polish metal surfaces
3. Spot clean hard surfaces
4. Clean glass and specialty surfaces
5. Inspect for quality control
6. Disinfect phones



D. CLEANING PLAN

Information Signs and FIB's



Procedures:

1. Dust
2. Polish metal surfaces
3. Spot clean hard surfaces
4. Clean glass and specialty surfaces
5. Inspect for quality control

Information Signs and FIB's



Procedures:

1. Dust
2. Spot clean doors, walls & glass
3. Dust mop hard floor /vacuum carpeted floor. Use key to shutdown elevator
4. Damp mop hard floor, place wet floor sign
5. Clean elevator tracks
6. Polish any metal surfaces
7. Inspect for quality control

Escalators

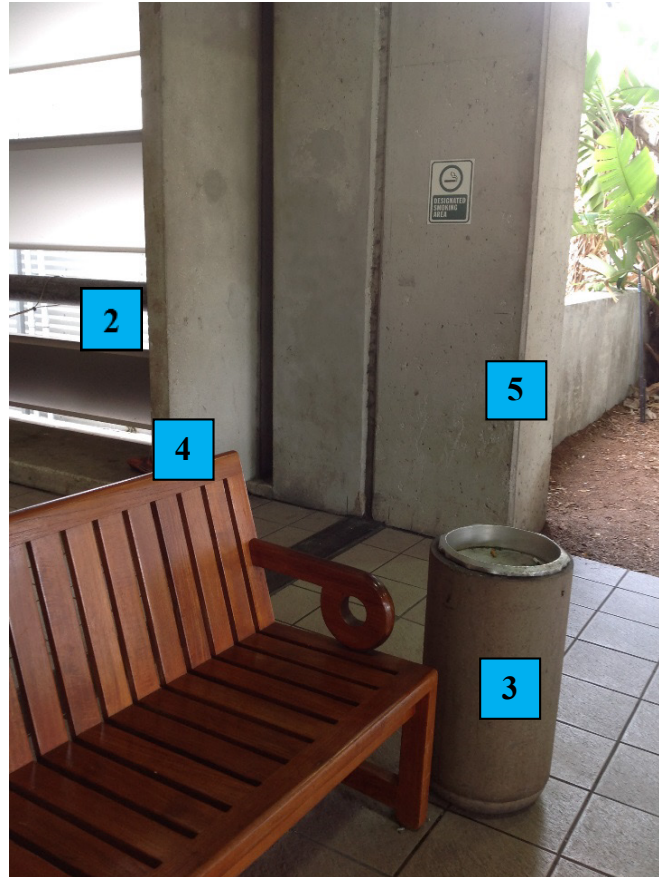


Procedures:

1. Dust
2. Clean handrails
3. Spot clean wall boards and kick plates
4. Polish metal surfaces
5. Clean stairs
6. Sweep and clean grates
7. Inspect for quality control



Designated Smoking Areas



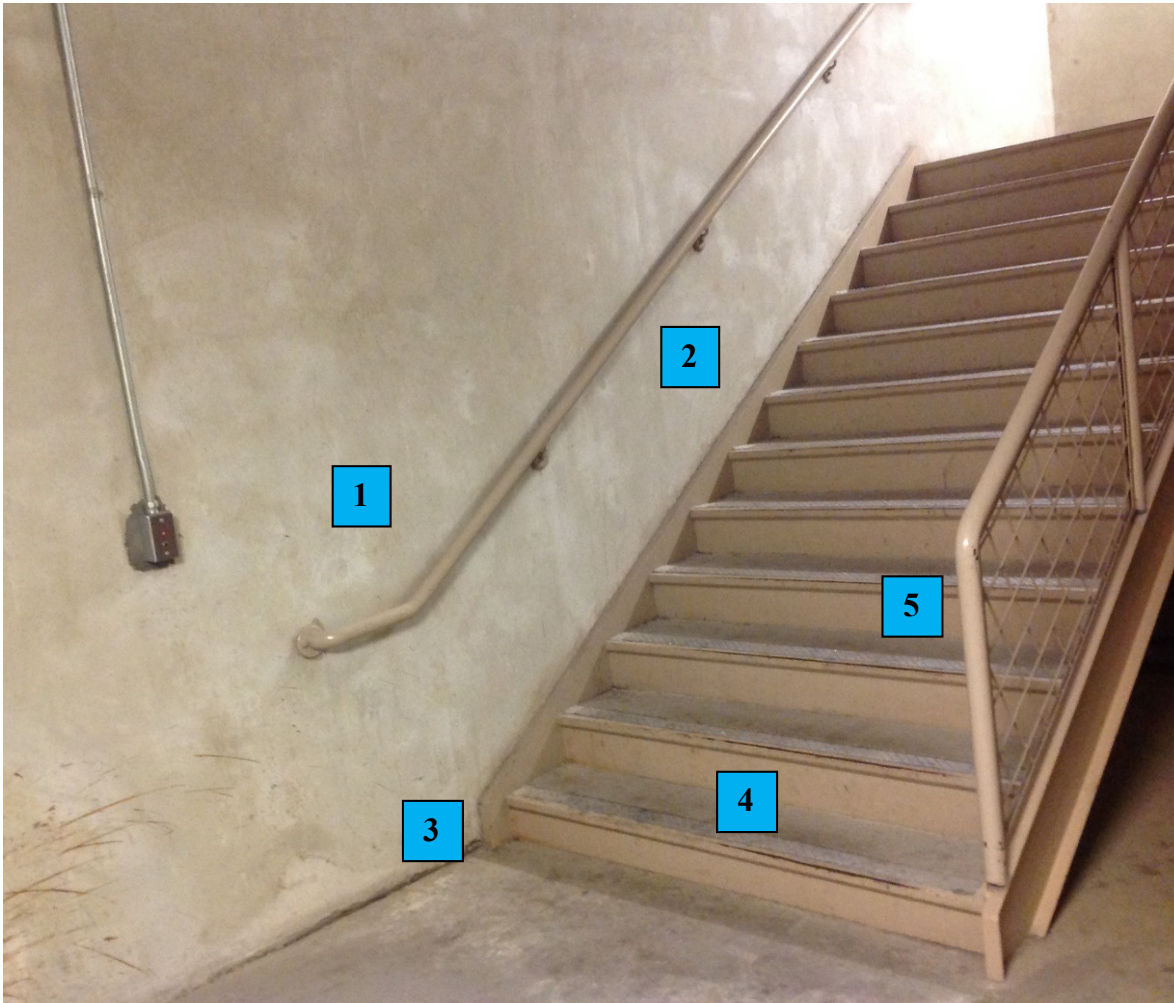
Procedures:

1. Remove trash
2. Dust
3. Spot clean hard surfaces
4. Spot clean furniture
5. Empty, clean ash trays and clean the inside ashtrays
6. Mop around benches and place wet floor signs



## Stairwells

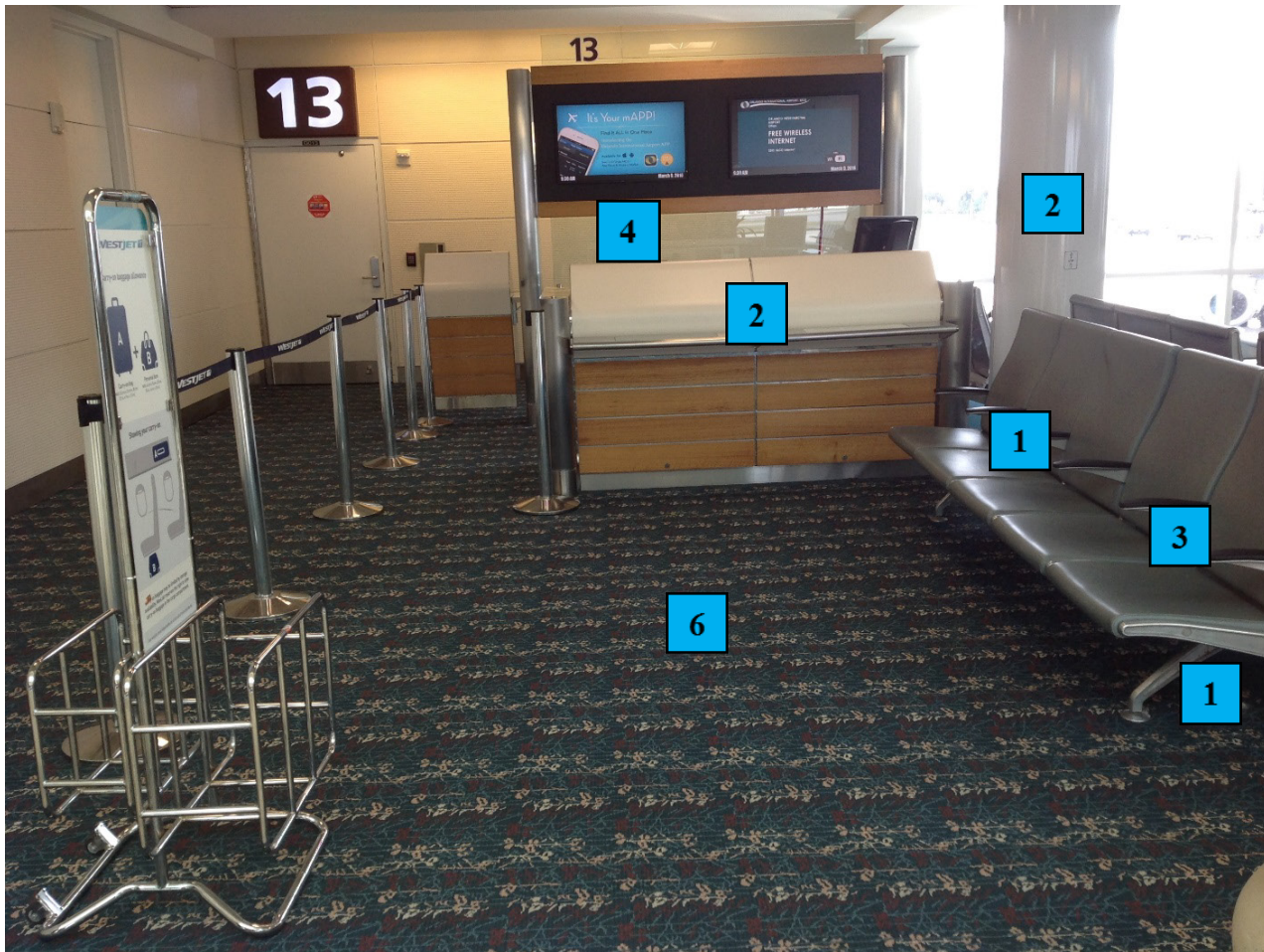
4



## Procedures:

1. Dust
2. Do spot cleaning
3. Dust mop hard floor/vacuum carpeted floor
4. Post caution signs at the top and bottom of stairs
5. Damp mop
6. Remove caution signs when stairs are completely dry
7. Inspect for quality control

Gate Areas

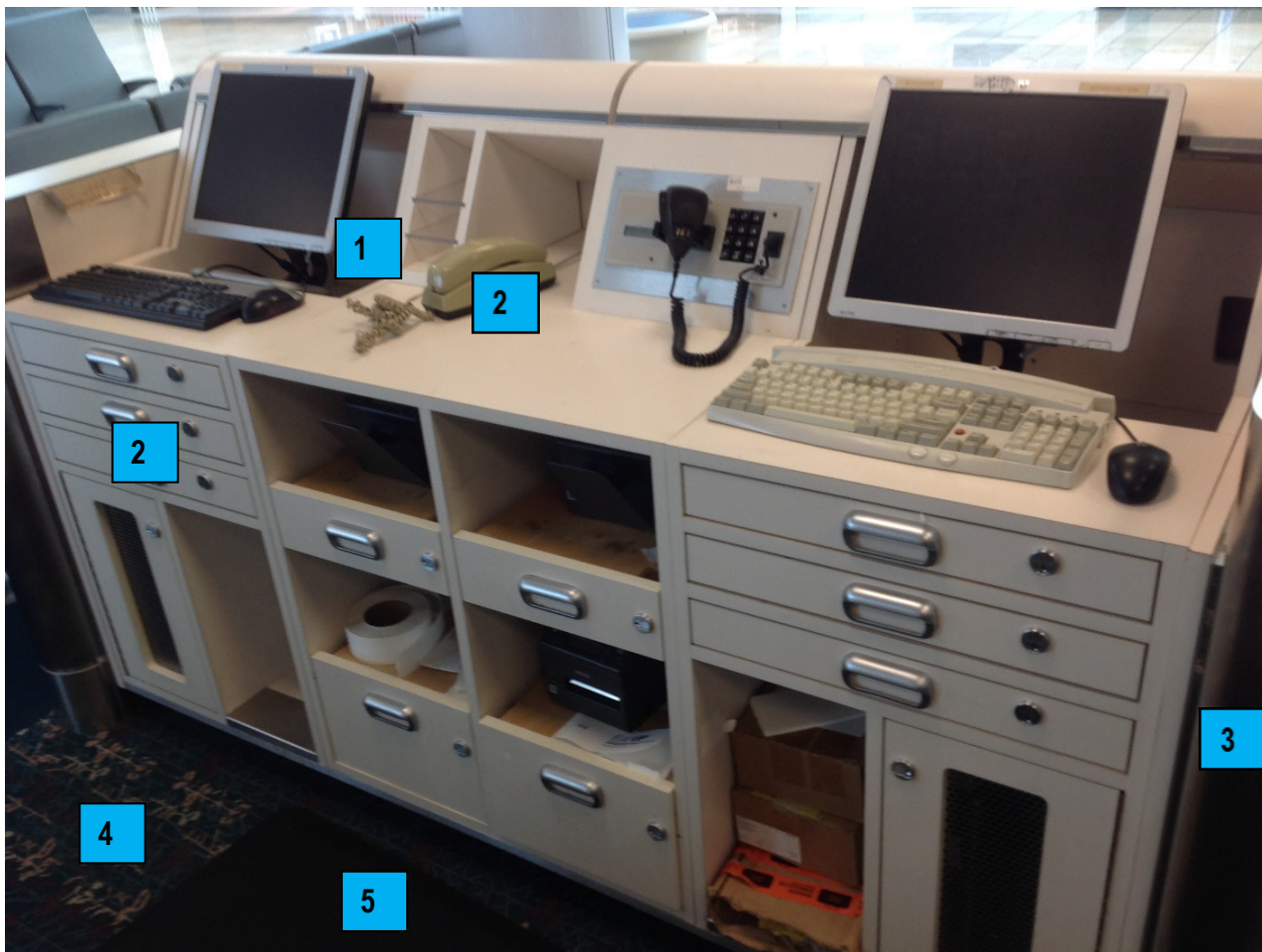


Procedures:

1. Remove litter from area, seats floor, under seats
2. Dust
3. Spot clean chairs and clean chair creases
4. Clean glass and specialty surfaces
5. Vacuum carpeting
6. Inspect for quality control



## Podiums

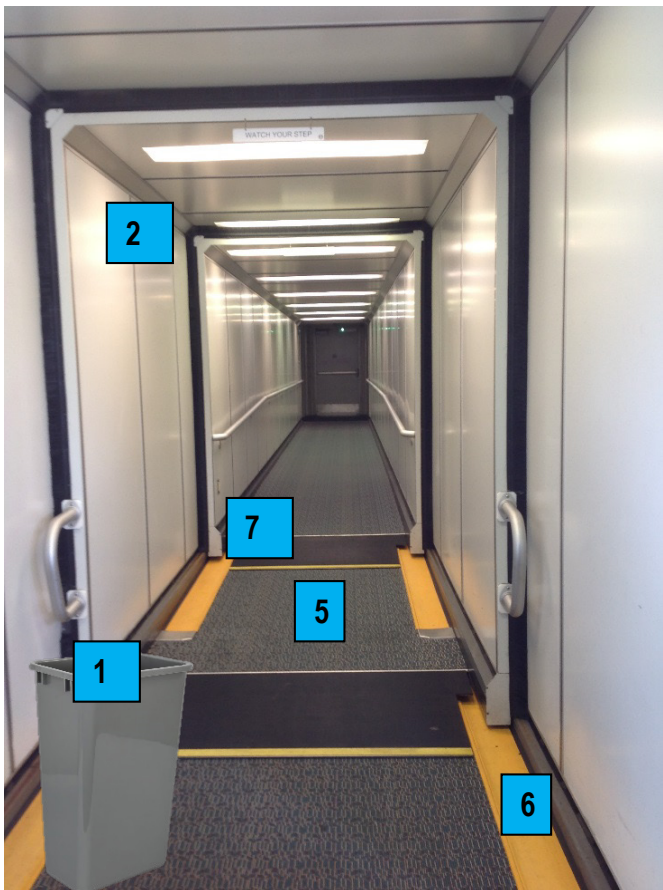


## Procedures:

1. Dust, dust behind computers and crevices
2. Spot clean surfaces, disinfect phone
3. Polish metal
4. Vacuum inside podium
5. Mop floor mats
6. Inspect for quality control

▼ D. CLEANING PLAN

Jetway Areas



Procedures:

1. Remove trash
2. Dust
3. Spot clean
4. Clean glass and specialty surfaces
5. Vacuum carpeting, remove spots and gum
6. Dust mop hard floor
7. Damp mop hard floor
8. Inspect for quality control

## Baggage Carousels



## Procedures:

1. Dust
2. Remove trash
3. Spot clean wall boards and kick plates
4. Polish metal surfaces
5. Dust mop hard floors/vacuum carpeted floors
6. Spot clean hard surfaces
7. Inspect for quality control



▼ D. CLEANING PLAN

Offices

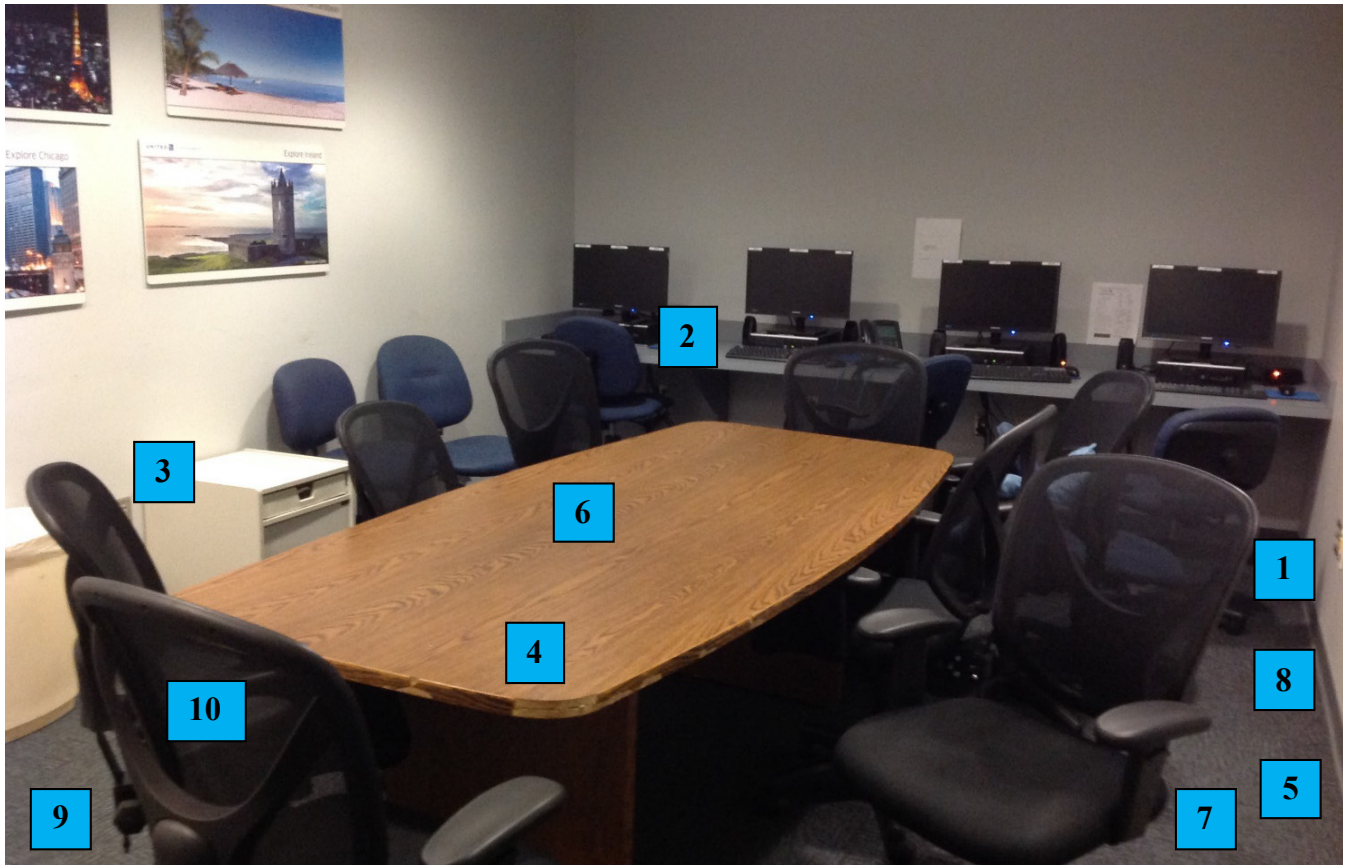


Procedures:

1. Remove trash
2. Dust
3. Polish furniture
4. Spot clean hard surfaces
5. Spot clean carpeted surfaces, if it applies
6. Dust mop hard floors/vacuum carpeted floors
7. Damp mop hard floors
8. Put furniture back in place
9. Inspect for quality control

▼ D. CLEANING PLAN

Conference Rooms

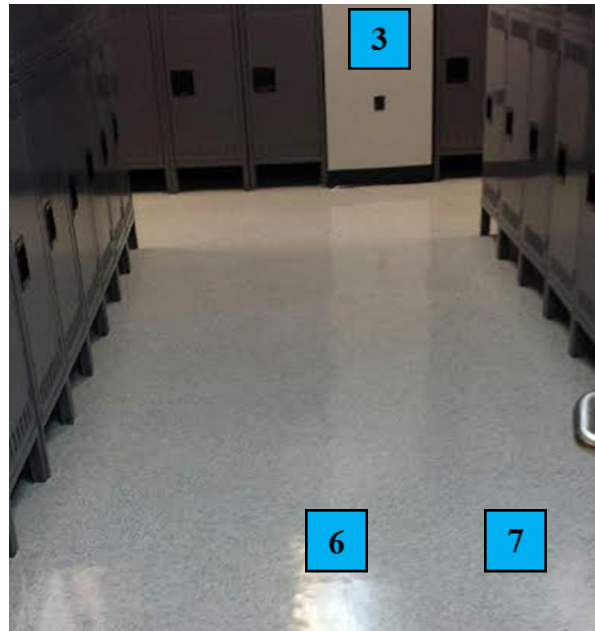
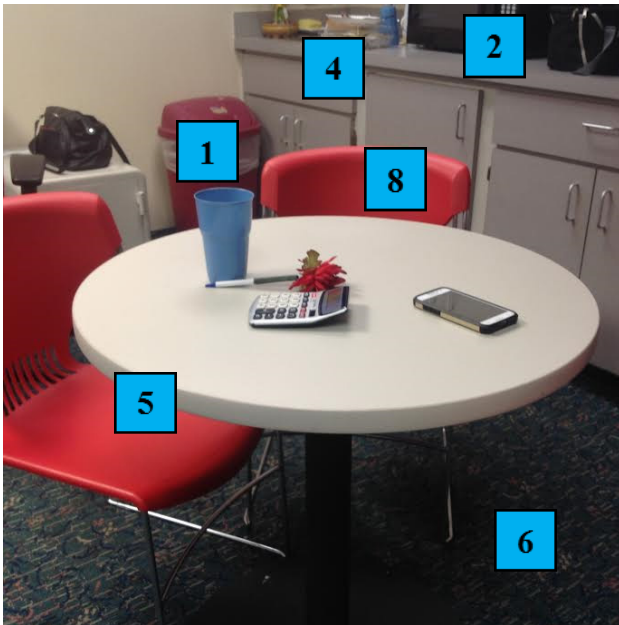


Procedures:

1. Remove trash
2. Dust
3. Polish furniture
4. Vacuum or spot clean furniture
5. Spot clean hard surfaces
6. Spot clean carpeted surfaces
7. Dust mop hard floors/vacuum carpeted floors
8. Damp mop hard floors, if applicable
9. Put furniture back in place
10. Inspect for quality control

▼ D. CLEANING PLAN

Breakrooms



Procedures:

1. Remove trash
2. Dust
3. Spot cleaning
4. Clean sinks, counters
5. Clean tables and chairs
6. Dust mop hard floors/vacuum carpets, if applies
7. Damp mop hard floors, if applies
8. Return furniture to position
9. Quality control.



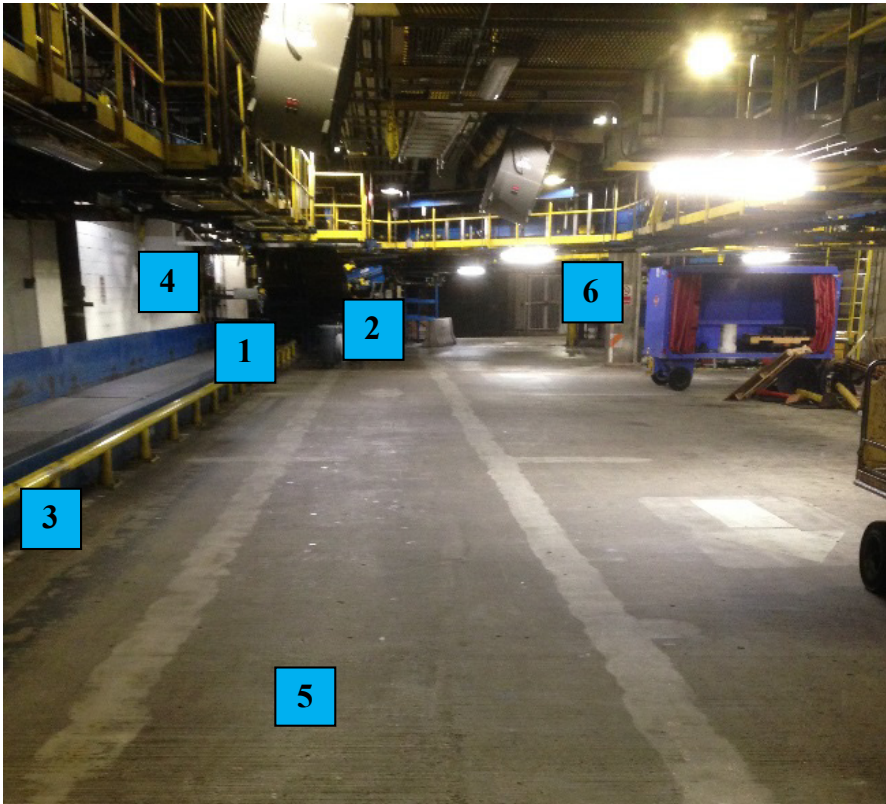
## Fourth Curb



## Procedures:

1. Remove trash, wipe lid, wipe outside remove debris inside trash can
2. Dust
3. Spot clean
4. Dust mop
5. Damp mop, place wet floor sign
6. Inspect for quality control

## Baggage Make-up



## Procedures:

1. Dust, move cobwebs
2. Remove trash
3. Sweep, Detail sweep corners
4. Spot clean
5. Spot Mop
6. Inspect for quality control.

Exhibit I  
Company's Cleaning Schedule

## E. CLEANING SCHEDULE

Provide a proposed detailed monthly schedule to accomplish all tasks identified in the Cleaning Plan. Include a detailed narrative of how Personnel will be scheduled for shifts, including lunch and other breaks, to ensure necessary coverage 24 hours per day, seven days per week, with no gaps in regular service activity.

Our cleaning schedule for Tampa International Airport is summarized below:

### Staff Shift Scheduling –

- We staff with overlap to ensure coverage in all areas at shift change, so that staff working in remote airside can be there before the other shift departs.
- Our main three shifts are 6:00 AM–2:30 PM, 2:00 PM–10:30 PM and 10:00 PM–6:30 AM. A few staff do swing over two shifts when needed for scheduling purposes, for example, if need a driver to distribute supplies between 11:00 AM–7:30 PM.
- Staff take two (2) 15 minute breaks and one (1) 30 minute lunch.
- Supervisory and cleaning staff are scheduled 24 hours per day, 365 days per year.
- Our detailed staffing schedule is found in the requested staffing matrix section in Tab 7.

<b>Airside Terminals A, C, E, F Shift 1 and Shift 2 Duties: 7 Days Per Week</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---	---

**Restrooms****Frequency of Cleaning**

Police restroom, restock all dispensers and tidy as needed	16x per shift / as needed
Check floor for spills and clean as needed.	16x per shift / as needed
Wipe down counters and sink areas with w/disinfectant using color coded microfibers.	16x per shift / as needed
Wipe down dispensers	16x per shift / as needed
Clean mirrors	16x per shift / as needed
Using a flat mop with microfiber pad, Damp mop floors w/disinfectant	16x per shift / as needed
Spot clean toilets and urinals as needed	16x per shift / as needed
Empty trashcans that are 2/3 full, wipe down containers top and sides as needed	16x per shift / as needed
Wipe down smudges on walls, doors, and partitions	16x per shift / as needed
Remove graffiti from walls, doors, and partitions	as needed
Unstop toilets using hand plunger as discovered or reported	as needed
Report any broken items or emergencies to Airport Ops/Management	as needed

**Checkpoints**

Empty trashcans that are 2/3 full, wipe down containers top and sides as needed	3x per shift / As needed
Check floor for spills and clean as needed.	3x per shift / As needed
Sweep and spot vacuum carpet as needed.	3x per shift / As needed
Wipe down smudges on walls, doors, glass partitions and escalator/stair hand rails	3x per shift / As needed
Clean and polish stainless steel	3x per shift / As needed
Sweep and spot clean escalators/stairs.	3x per shift / As needed
Wipe and dust Airline and SDCRAA stanchions	As needed

**Gates Hold Room Areas**

Police Gate seating area	After each flight / As needed
Pickup debris on seats, end tables, wipe off liquid or smudges as needed	After each flight / As needed
Pickup debris on carpets	After each flight / As needed
Sweep or Spot Vacuum carpets as needed	After each flight / As needed
Spot clean carpet with hand kit as needed	As needed
Empty trashcans that are 2/3 full, wipe down container top and sides as needed	After each flight / As needed
Spot clean smudges on stainless steel, wood work and wall surfaces	After each flight / As needed
Wipe clean drinking fountains	as needed
Spot clean Glass	as needed
Wipe clean telephone areas	as needed
Wipe clean doors and frames	as needed
Wipe clean columns	as needed
Wipe down counters and window sills	as needed
Clean and polish stainless steel	as needed
Wipe clean Automated External Defibrillator (AED)	as needed

**Jetbridge**

Police flooring and spot clean marks as needed	2x / As needed
Police flooring pickup debris as needed	2x / As needed
Empty trashcans that are 2/3 full	2x / As needed
Spot clean smudges on doors, stainless steel, wood work and wall surfaces	2x / As needed
Spot clean thresholds	2x / As needed

**Terminal Walkways**

Pick up debris on floor as needed and clean spills and remove scuffs	3x per shift / As needed
Empty trashcans that are 2/3 full, wipe down container top and side as needed	3x per shift / As needed
Spot clean smudges on doors, stainless steel, wood work and wall surfaces	3x per shift / As needed
Spot clean public kiosk, displays and monitors	3x per shift / As needed
Wipe clean drinking fountains	3x per shift / As needed
Spot clean Glass	As Needed
Wipe clean telephone areas	As Needed
Wipe clean doors and frames	As Needed
Wipe clean columns	As Needed
Wipe down counters and window sills	As Needed
Clean and polish stainless steel	As Needed
Wipe clean Automated External Defibrillator (AED)	As Needed

<b>Airside Terminals A, C, E, F Shift 1 and Shift 2 Duties: 7 Days Per Week</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---	---

**Elevators/Escalators**

Police elevator, pickup debris on floor, damp wipe smudges on doors or walls	2x / As needed
Police escalator for debris on tracks, remove as needed	2x / As needed
Spot clean metal and Stainless steel, wipe down as needed	2x / As needed
Spot clean smudges on glass	2x / As needed

**Baggage Claim/ Baggage Offices (for FIS Area in Airside F)**

Police carpet/hardfloor in baggage area, pickup debris as needed, clean spills and remove scuffs	4x per shift / as needed
Pick up debris on Carousels, spot clean smudges, ensure area is tidy	4x per shift / as needed
Empty trashcans that are 2/3 full, wipe down container top and sides as needed	4x per shift / as needed
Wipe clean chairs as needed	4x per shift / as needed
Wipe clean drinking fountains	4x per shift / as needed
Wipe clean telephone areas	4x per shift / as needed
Spot clean smudges on doors, stainless steel, glass, wood work and wall surfaces	As needed

**Entrances/Lobby area near trams**

Police entrance area flooring and pickup debris as needed, clean spills and remove scuffs	4x per shift / as needed
Police entrance door glass and wipe clean, remove smudges	4x per shift / as needed
Check ash urns as applicable, remove cigarette buds, wipe down exterior.	2x / As needed
Clean any visible spills	As needed
Empty trashcans that are 2/3 full, wipe down containers top and sides as needed	2x / As needed
Sweep or Spot Vacuum mats as needed	As needed

**Airline Office Spaces**

Police office areas for debris on the carpet/hard foors	2x / As needed
Empty trashcans that are 2/3 full, wipe down container top and sides as needed	2x / As needed
Police breakroom and clean as needed	2x / As needed
Police office conference room, strighten and clean as needed	2x / As needed
Police crew Lounges, straighten and clean as needed	2x / As needed
Police and clean restrooms (per restorrom specs above)	2x / As needed
Police and clean locker rooms, staighten and clean as needed	2x / As needed
Spot clean metal, glass, and surfaces that have visible smudges	2x / As needed

**TSA Offices/Break rooms (as applicable)****Frequency of Cleaning**

Police Areas for debris on the carpet/hard floors	2x per shift/ As needed
Police Office Break Rooms and clean as needed	2x per shift/ As needed
Police Office Conference Rooms straighten and clean as needed	2x per shift/ As needed
Police Office Crew Lounges, straighten and clean as needed	2x per shift/ As needed
Police and clean Restrooms, per restroom specs above	2x per shift/ As needed
Police Office Locker Room, straighten and clean as needed	2x per shift/ As needed
Spot clean metal, glass and surfaces that have visible smudges in Ramp Office Areas	2x per shift/ As needed

**Office Spaces**

Gather all waste place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Properly arrange chairs in office	Daily
Leave office doors as they were found, exterior doors to be secured	Daily
Vacuum office areas	Daily
Dust/damp mop VCT hard floor areas	Daily
Dust all cleared work surfaces and low partitions	Daily
Spot clean partitions glass	Daily
Dust/wipe down conference room chairs and tables	Daily
Clean and polish stainless steel	Daily
Clean conference and meeting room carpet areas	Daily
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Remove cob web to 10 feet	Weekly
Detail vacuum edges, under desk and around furniture	Weekly
High dust all horizontal surfaces to hand height	Monthly
Brush/vacuum upholstered chairs as needed	Monthly

<b>Airside Terminals A, C, E, F Shift 1 and Shift 2 Duties: 7 Days Per Week</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---	---

**Office Spaces continued**

Dust any vertical mini-blinds	Monthly
Hi speed buff VCT (tile) floors	Monthly
Scrub and Wax VCT (tile) floors	Quarterly
Strip and Wax VCT (tile) floors or as needed	Annually
Report any occurrence that may be out of the ordinary	As needed
Hand spot clean carpets as needed	As needed

**Gates Hold Room Areas**

Police Gate seating area	After each flight / As needed
Pickup debris on seats, end tables, wipe off liquid or smudges as needed	After each flight / As needed
Pickup debris on carpets	After each flight / As needed
Sweep or Spot Vacuum carpets as needed	After each flight / As needed
Spot clean carpet with hand kit as needed	As needed
Empty trashcans that are 2/3 full, wipe down container top and sides as needed	After each flight / As needed
Spot clean smudges on stainless steel, wood work and wall surfaces	After each flight / As needed
Wipe clean drinking fountains	as needed
Spot clean Glass	as needed
Wipe clean telephone areas	as needed
Wipe clean doors and frames	as needed
Wipe clean columns	as needed
Wipe down counters and window sills	as needed
Clean and polish stainless steel	as needed
Wipe clean Automated External Defibrillator (AED)	as needed

**Jetbridge**

Police flooring and spot clean marks as needed	2x / As needed
Police flooring pickup debris as needed	2x / As needed
Empty trashcans that are 2/3 full	2x / As needed
Spot clean smudges on doors, stainless steel, wood work and wall surfaces	2x / As needed
Spot clean thresholds	2x / As needed

<b>Airside Terminals A, C, E, F - Shift 3: 7 Days Per Week</b>	<b>10:00pm - 6:30am</b>
--	-------------------------

**Restrooms****Frequency of cleaning**

Remove all trash and place in specified dumpster, Replace liner as necessary	Daily
Clean and polish all stainless steel dispensers	Daily
Stock all dispensers	Daily
Clean and sanitize all fixtures, fittings and toilet w/disinfectant	Daily
Clean and polish mirrors	Daily
Damp mop floors w/disinfectant	Daily
Clean and polish stainless steel	Daily
Clean and disinfect all partitions	Daily
Remove cob webs up to 10 feet	Weekly
Spot wash walls, partitions and doors	Weekly
Clean and polish all door and floor tracks	Weekly
Flush floors drains with fresh water	Weekly
Using Kaivac Machine, detail wash tiles walls areas, floors partitions, sinks, toilets and fixtures	2x's per month
Machine Scrub Ramp Restroom Floors	2x's per month
Clean vents	Monthly / As needed
Unstop toilets using hand plunger as discovered or reported	As needed
Report any broken items or emergencies to Airport Ops/Management	As needed

**Checkpoints**

Empty trashcans, wipe down containers top and sides as needed	Daily
Sweep all floors	Daily
Vacuum all carpet	Daily
Wipe down smudges on walls, doors, glass partitions and escalator/stair hand rails	Daily



<b>Airside Terminals A, C, E, F - Shift 3: 7 Days Per Week</b>	<b>10:00pm - 6:30am</b>
--	-------------------------

**Checkpoints continued**

Clean and polish stainless steel	Daily
Wipe and dust Airline and SDCRAA stanchions	As needed

**Gate Hold Room Areas**

Spot clean and wipe down Podium	Daily
Collect trash at Podium and place in specified dumpster, replace liner as necessary	Daily
Pick up debris on the floor directly behind the podiums	Daily
Pick up debris on the carpeted Gate Hold Room Area	Daily
Pick up on all tables and chairs in Gate Hold Room Area	Daily
Spot clean all tables chairs and remove visible smudges	Daily
Vacuum all carpet Gate Hold Room Areas	Daily
Spot clean any major spills on carpet/floor	Daily
Collect trash and place in specified dumpster, replace liners as needed	Daily
Clean and polish stainless steel	Daily
Clean hi traffic carpet/floor areas in Gate Hold Room Areas	Daily
Remove cob webs to 10 feet	Weekly
Spot clean podium for smudges	Weekly
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Clean organize janitor's closet	Weekly
Shampoo and Extract all carpets in Gate Hold Rooms	2x's per month
Dust HVAC vents	Monthly / As needed
Dust and clean walls and columns	As needed

**Jetbridges**

Spot clean and wipe down smudges on walls	Daily
Pick up debris on the floor	Daily
Dust mop and Damp mop rubber jetway flooring (If applicable)	Daily
Sweep and vacuum all carpeted jetway flooring (If applicable)	Daily
Clean and polish all stainless steel	Daily
Wipe down walls	Daily
Remove cob webs up to 10 feet	Weekly
Light scrub Jetbridge rubber flooring per specs, detail scrub thresholds (If Applicable)	2x's per month
Shampoo extract Jetbridge carpet, detail scrub thresholds (If applicable)	2x's per month
Detail scrub Walls from top to bottom	2x's per month
Dust HVAC vents	Monthly, As needed
Remove Graffiti as needed	As needed

**Terminal Walkways**

Pickup debris carpet/floor and remove scuff marks	Daily
Vacuum carpet	Daily
Sweep floors	Daily
Spot clean carpet as needed	Daily
Empty trashcans, wipe down container top and sides as needed	Daily
Dust mop all flooring	Daily
Spot clean smudges on glass and wall surfaces	Daily
Spot clean public kiosks, displays and monitors	Daily
Clean and polish stainless steel	Daily
Dust and spot clean vertical surface, signs and ledges up to 8 ft	Weekly
Remove cob webs t 10 ft	Monthly / As needed
Shampoo and extract carpet on cycle basis	2x's Per month

**Elevator/Escalator/Stairs****Frequency of cleaning**

Elevator – Wet mop hard floor	Daily
Elevator – Wipe down walls	Daily
Elevator – Wipe down entrance door interior and exterior	Daily
Elevator - Clean and polish stainless steel	Daily
Escalator – sweep and pick up debris in tracks	Daily
Escalator – wipe down metal side walls, clean glass	Daily
Stairs - pick up debris on stairs	Daily
Stairs – damp wipe down rails, metal surfaces, and remove smudges	Daily
Stairs – damp wipe stairs	Daily
Stairs and Escalators – scrub landings with deck brush	Weekly
Elevators - Scrub and rinse all floors, restore terrazzo or clean carpet as applicable	Quarterly / As needed



<b>Airside Terminals A, C, E, F - Shift 3: 7 Days Per Week</b>	<b>10:00pm - 6:30am</b>
--	-------------------------

**Baggage Area (for FIS Airside F)**

Pickup debris on carrousel	Daily
Vacuum carpeted flooring area	Daily
Spot clean carpets as needed	Daily
Dust mop hard floor areas	Daily
Gather all waste and place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Clean and polish stainless steel	Daily
Wipe down monitors, reachable surfaces, containers	Daily
Wipe down exteriors sides of carousels	Daily
Dust and clean walls and columns	Daily
Remove cob webs to 10 feet	Weekly
Vacuum Carousel carpet tops	Weekly
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Shampoo and extract carpet on cycle basis to complete monthly	2x's per month
Clean exterior window ledges and door inside and outside	Monthly / As needed

**Entrances adjacent to trams**

Pickup debris on floor	Daily
Vacuum carpeted flooring	Daily
Spot clean carpets as needed	Daily
Dust mop hard floor areas	Daily
Gather all waste and place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Wipe down monitors and containers	Daily
Clean entrance glass to 8 feet	Daily
Wipe clean cigarette urns	Daily
Clean and polish stainless steel	Daily
Remove cob webs to 10 feet	Weekly
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Shampoo and extract carpets on a cycle basis	2x's per Month

**Airline Office Spaces**

Gather all waste place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Properly arrange chairs in office	Daily
Leave office doors as they were found, exterior doors to be secured	Daily
Vacuum office areas	Daily
Dust/damp mop VCT hard floor areas	Daily
Dust all cleared work surfaces and low partitions	Daily
Spot clean partitions glass	Daily
Dust/wipe down conference room chairs and tables	Daily
Clean and polish stainless steel	Daily
Clean conference and meeting room carpet areas	Daily
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Remove cob web to 10 feet	Weekly
Detail vacuum edges, under desk and around furniture	Weekly
High dust all horizontal surfaces to hand height	Monthly
Brush/vacuum upholstered chairs as needed	Monthly
Dust any vertical mini-blinds	Monthly
Hi speed buff VCT (tile) floors	Monthly
Scrub and Wax VCT (tile) floors	Quarterly
Shampoo an extract all carpets	Quarterly
Strip and Wax VCT (tilte) floors or as needed	Annually
Report any occurrence that may be out of the ordinary	As needed
Hand spot clean carpets as needed	As needed

**TSA Offices / Break Room Areas (as applicable)**

Damp wipe table tops and chair surfaces	Daily
Replenish paper towels	Daily
Collect trash and place in specified dumpster, replace liner as necessary	Daily
Sweep dust mop and/or damp mop all had floor surfaces	Daily
Vacuum carpet areas	Daily
Clean and polish stainless steel	Daily
Wipe down refrigerator and microwaves	Weekly

<b>Airside Terminals A, C, E, F - Shift 3: 7 Days Per Week</b>	<b>10:00pm - 6:30am</b>
--	-------------------------

**TSA Offices / Break Room Areas (as applicable) continued**

Remove cob webs to 10 feet	Weekly
Clean refrigerators on the inside and outside	Monthly
Scrub and Wax VCT (tile) floors	Quarterly
Clean high traffic carpets	Quarterly
Strip and Wax VCT (tile) floors	Annually

**Terrazzo Flooring in all areas**

Dust mop all terrazzo flooring using 3m Easy Trap	Daily
Auto Scrub with 3M Neutral cleaner using a red buffing pad	5 x's per week
Auto Scrub With 3M Neutral cleaner using a 3M purple diamond pad	2 x's per week
<b>Burnish Terrazzo Terrazzo Flooring using a Scotch Brite 3M Purple Diamond Pad to maintain gloss:</b>	
High Traffic areas	1-2 times per week
Medium Traffic areas	3-4 times per month
Low Traffic areas	1-2 tmes per month
<b>Recoating of Scotch Guard Stone Floor Protector:</b>	
High Traffic areas	Every other month
Medium Traffic areas	Quarterly
Low Traffic areas	Annually

<b>Main Terminals Shift 1 and Shift 2 Duties: 7 Days Per Week</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---	---

**Restrooms**

**Frequency of Cleaning**

Police restroom, restock all dispensers and tidy as needed	16x per shift / as needed
Check floor for spills and clean as needed.	16x per shift / as needed
Wipe down counters and sink areas with w/disinfectant using color coded microfibers.	16x per shift / as needed
Wipe down dispensers	16x per shift / as needed
Clean mirrors	16x per shift / as needed
Using a flat mop with microfiber pad, Damp mop floors w/disinfectant	16x per shift / as needed
Spot clean toilets and urinals as needed	16x per shift / as needed
Empty trashcans that are 2/3 full, wipe down containers top and sides as needed	16x per shift / as needed
Wipe down smudges on walls, doors, and partitions	16x per shift / as needed
Remove graffiti from walls, doors, and partitions	as needed
Unstop toilets using hand plunger as discovered or reported	as needed
Report any broken items or emergencies to Airport Ops/Management	as needed

**Checkpoints**

Empty trashcans that are 2/3 full, wipe down containers top and sides as needed	3x per shift / As needed
Check floor for spills and clean as needed.	3x per shift / As needed
Sweep and spot vacuum carpet as needed.	3x per shift / As needed
Wipe down smudges on walls, doors, glass partitions and escalator/stair hand rails	3x per shift / As needed
Clean and polish stainless steel	3x per shift / As needed
Sweep and spot clean escalators/stairs.	3x per shift / As needed
Wipe and dust Airline and Airport Authority's stanchions	As needed

**Airline Ticketing Areas**

Police Ticket Counter areas for debris on floors	2x / As needed
Empty public/ Airline trashcans that are 2/3 full, wipe down container top and sides as needed	2x / As needed
Police Ticket Counter areas and wipe down any spills or visible marks	2x / As needed
Wipe down chairs and public seating	2x / As needed
Wipe clean drinking fountains	2x / As needed
Wipe clean telephone areas	2x / As needed
Wipe and dust Airline and Airport Authority's stanchions	As needed
Wipe clean drinking fountains	As needed
Spot clean Glass	As needed
Wipe clean columns	As needed
Wipe down counters and window sills	As needed
Clean and polish stainless steel	As needed

**Terminal Walkways**

Pick up debris on floor as needed and clean spills and remove scuffs	3x per shift / As needed
Empty trashcans that are 2/3 full, wipe down container top and side as needed	3x per shift / As needed
Spot clean smudges on doors, stainless steel, wood work and wall surfaces	3x per shift / As needed
Spot clean public kiosk, displays and monitors	3x per shift / As needed
Wipe clean drinking fountains	3x per shift / As needed
Spot clean Glass	As Needed
Wipe clean telephone areas	As Needed
Wipe clean doors and frames	As Needed
Wipe clean columns	As Needed
Wipe down counters and window sills	As Needed
Clean and polish stainless steel	As Needed
Wipe clean Automated External Defibrillator (AED)	As Needed

**Exterior Concrete Walkways**

Police exterior concrete and pickup debris as needed	3x per shift/ As needed
Empty trashcans that are 2/3 full, wipe down container top and sides as needed	3x per shift/ As needed
Inspect and spot clean cigarette urns as needed, remove cigarette buds as needed	3x per shift/ As needed
Wipe down exterior seating surfaces	3x per shift/ As needed
Wipe down visible smudges or marks as able on surfaces adjacent to walkway. Clean any spills	3x per shift/ As needed

<b>Main Terminals Shift 1 and Shift 2 Duties: 7 Days Per Week</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---	---

**Elevators/Escalators**

Police elevator, pickup debris on floor, damp wipe smudges on doors or walls	2x / As needed
Police escalator for debris on tracks, remove as needed	2x / As needed
Spot clean metal and Stainless steel, wipe down as needed	2x / As needed
Spot clean smudges on glass	2x / As needed

**Baggage Claim/ Baggage Offices**

Police carpet/hardfloor in baggage area, pickup debris as needed, clean spills and remove scuffs	4x per shift / as needed
Pick up debris on Carousels, spot clean smudges, ensure area is tidy	4x per shift / as needed
Empty trashcans that are 2/3 full, wipe down container top and sides as needed	4x per shift / as needed
Wipe clean chairs as needed	4x per shift / as needed
Wipe clean drinking fountains	4x per shift / as needed
Wipe clean telephone areas	4x per shift / as needed
Spot clean smudges on doors, stainless steel, glass, wood work and wall surfaces	As needed

**Sky Bridges**

Pickup debris on floor	2x per shift
Police floor for debris, remove as needed	2x per shift
Spot clean carpets as needed	2x per shift
Dust mop hard floor areas	2x per shift
Gather all waste and place in specified dumpster	2x per shift
Replace liners in waste baskets if necessary	2x per shift

**Entrances**

Police entrance area flooring and pickup debris as needed, clean spills and remove scuffs	4x per shift / as needed
Police entrance door glass and wipe clean, remove smudges	4x per shift / as needed
Check ash urns as applicable, remove cigarette buds, wipe down exterior.	2x / As needed
Clean any visible spills	As needed
Empty trashcans that are 2/3 full, wipe down containers top and sides as needed	2x / As needed
Sweep or Spot Vacuum mats as needed	As needed

**Airline Office Spaces ( as applicable)**

Police office areas for debris on the carpet/hard foors	2x / As needed
Empty trashcans that are 2/3 full, wipe down container top and sides as needed	2x / As needed
Police breakroom and clean as needed	2x / As needed
Police office conference room, strighten and clean as needed	2x / As needed
Police crew Lounges, straighten and clean as needed	2x / As needed
Police and clean restrooms (per restorrom specs above)	2x / As needed
Police and clean locker rooms, staighten and clean as needed	2x / As needed
Spot clean metal, glass, and surfaces that have visible smudges	2x / As needed

**TSA Offices/Break rooms (as applicable)****Frequency of Cleaning**

Police Areas for debris on the carpet/hard floors	2x per shift/ As needed
Police Office Break Rooms and clean as needed	2x per shift/ As needed
Police Office Conference Rooms straighten and clean as needed	2x per shift/ As needed
Police Office Crew Lounges, straighten and clean as needed	2x per shift/ As needed
Police and clean Restrooms, per restroom specs above	2x per shift/ As needed
Police Office Locker Room, straighten and clean as needed	2x per shift/ As needed
Spot clean metal, glass and surfaces that have visible smudges in Ramp Office Areas	2x per shift/ As needed

**Office Spaces**

Gather all waste place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Properly arrange chairs in office	Daily
Leave office doors as they were found, exterior doors to be secured	Daily
Vacuum office areas	Daily
Dust/damp mop VCT hard floor areas	Daily
Dust all cleared work surfaces and low partitions	Daily
Spot clean partitions glass	Daily

<b>Main Terminals Shift 1 and Shift 2 Duties: 7 Days Per Week</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---	---

**Office Spaces continued**

Dust/wipe down conference room chairs and tables	Daily
Clean and polish stainless steel	Daily
Clean conference and meeting room carpet areas	Daily
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Remove cob web to 10 feet	Weekly
Detail vacuum edges, under desk and around furniture	Weekly
High dust all horizontal surfaces to hand height	Monthly
Brush/vacuum upholstered chairs as needed	Monthly
Dust any vertical mini-blinds	Monthly
Hi speed buff VCT (tile) floors	Monthly
Scrub and Wax VCT (tile) floors	Quarterly
Strip and Wax VCT (tilte) floors or as needed	Annually
Report any occurrence that may be out of the ordinary	As needed
Hand spot clean carpets as needed	As needed

<b>Main Terminals - Shift 3: 7 Days Per Week</b>	<b>10:00pm - 6:30am</b>
--	-------------------------

**Restrooms**

**Frequency of cleaning**

Remove all trash and place in specified dumpster, Replace liner as necessary	Daily
Clean and polish all stainless steel dispensers	Daily
Stock all dispensers	Daily
Clean and sanitize all fixtures, fittings and toilet w/disinfectant	Daily
Clean and polish mirrors	Daily
Damp mop floors w/disinfectant	Daily
Clean and polish stainless steel	Daily
Clean and disinfect all partitions	Daily
Remove cob webs up to 10 feet	Weekly
Spot wash walls, partitions and doors	Weekly
Clean and polish all door and floor tracks	Weekly
Flush floors drains with fresh water	Weekly
Using Kaivac Machine, detail wash tiles walls areas, floors partitions, sinks, toilets and fixtures	2x's per month
Machine Scrub Ramp Restroom Floors	2x's per month
Clean vents	Monthly / As needed
Unstop toilets using hand plunger as discovered or reported	As needed
Report any broken items or emergencies to Airport Ops/Management	As needed

**Checkpoints**

Empty trashcans, wipe down containers top and sides as needed	Daily
Sweep all floors	Daily
Vacuum all carpet	Daily
Wipe down smudges on walls, doors, glass partitions and escalator/stair hand rails	Daily
Clean and polish stainless steel	Daily
Wipe and dust Airline and Airport Authority's stanchions	As needed

**Terminal Walkways**

Pickup debris carpet/floor and remove scuff marks	Daily
Vacuum carpet	Daily
Sweep floors	Daily
Spot clean carpet as needed	Daily
Empty trashcans, wipe down container top and sides as needed	Daily
Dust mop all flooring	Daily
Spot clean smudges on glass and wall surfaces	Daily
Spot clean public kiosks, displays and monitors	Daily
Clean and polish stainless steel	Daily
Dust and spot clean vertical surface, signs and ledges up to 8 ft	Weekly
Remove cob webs t 10 ft	Monthly / As needed
Shampoo and extract carpet on cycle basis	2x's Per month

Airside Terminals A, C, E, F - Shift 3: 7 Days Per Week	10:00pm - 6:30am
Elevator/Escalator/Stairs	Frequency of cleaning
Elevator – Wet mop hard floor	Daily
Elevator – Wipe down walls	Daily
Elevator – Wipe down entrance door interior and exterior	Daily
Elevator - Clean and polish stainless steel	Daily
Escalator – sweep and pick up debris in tracks	Daily
Escalator – wipe down metal side walls, clean glass	Daily
Stairs - pick up debris on stairs	Daily
Stairs – damp wipe down rails, metal surfaces, and remove smudges	Daily
Stairs – damp wipe stairs	Daily
Stairs and Escalators – scrub landings with deck brush	Weekly
Elevators - Scrub and rinse all floors, restore terrazzo or clean carpet as applicable	Quarterly / As needed

**Baggage Area**

Pickup debris on carrousel	Daily
Vacuum carpeted flooring area	Daily
Spot clean carpets as needed	Daily
Dust mop hard floor areas	Daily
Gather all waste and place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Clean and polish stainless steel	Daily
Wipe down monitors, reachable surfaces, containers	Daily
Wipe down exteriors sides of carousels	Daily
Dust and clean walls and columns	Daily
Remove cob webs to 10 feet	Weekly
Vacuum Carousel carpet tops	Weekly
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Shampoo and extract carpet on cycle basis to complete monthly	2x's per month
Clean exterior window ledges and door inside and outside	Monthly / As needed

**Entrances adjacent to trams**

Pickup debris on floor	Daily
Vacuum carpeted flooring	Daily
Spot clean carpets as needed	Daily
Dust mop hard floor areas	Daily
Gather all waste and place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Wipe down monitors and containers	Daily
Clean entrance glass to 8 feet	Daily
Wipe clean cigarette urns	Daily
Clean and polish stainless steel	Daily
Remove cob webs to 10 feet	Weekly
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Shampoo and extract carpets on a cycle basis	2x's per Month

**Sky Cap Stations**

Remove all trash and place in specified dumpster	Daily
Damp wipe down podium visible front and sides	Weekly
Wipe down any public monitors	Weekly

**Exterior Concrete**

Pressure wash at a range of 15" from the concrete with high pressure hot water the entrance and curb side concrete walkways on a continuous cycle to complete all areas monthly. The water must be recovered and drain dammed.	monthly
--	---------

**EDR Shuttle Island Maintenance**

Sweep and Hose off all concrete from any debris,	Daily
Using an industrial ride on scrubber and walk behind scrubber, scrub all concrete on first and second floor using a soft bristle brush and simple green,	Daily
Remove gum using a scrapper blade	

<b>Airside Terminals A, C, E, F - Shift 3: 7 Days Per Week</b>	<b>10:00pm - 6:30am</b>
--	-------------------------

#### Airline Office Spaces

Gather all waste place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Properly arrange chairs in office	Daily
Leave office doors as they were found, exterior doors to be secured	Daily
Vacuum office areas	Daily
Dust/damp mop VCT hard floor areas	Daily
Dust all cleared work surfaces and low partitions	Daily
Spot clean partitions glass	Daily
Dust/wipe down conference room chairs and tables	Daily
Clean and polish stainless steel	Daily
Clean conference and meeting room carpet areas	Daily
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Remove cob web to 10 feet	Weekly
Detail vacuum edges, under desk and around furniture	Weekly
High dust all horizontal surfaces to hand height	Monthly
Brush/vacuum upholstered chairs as needed	Monthly
Dust any vertical mini-blinds	Monthly
Hi speed buff VCT (tile) floors	Monthly
Scrub and Wax VCT (tile) floors	Quarterly
Shampoo an extract all carpets	Quarterly
Strip and Wax VCT (tilte) floors or as needed	Annually
Report any occurrence that may be out of the ordinary	As needed
Hand spot clean carpets as needed	As needed

#### TSA Offices / Break Room Areas (as applicable)

Damp wipe table tops and chair surfaces	Daily
Replenish paper towels	Daily
Collect trash and place in specified dumpster, replace liner as necessary	Daily
Sweep dust mop and/or damp mop all had floor surfaces	Daily
Vacuum carpet areas	Daily
Clean and polish stainless steel	Daily
Wipe down refrigerator and microwaves	Weekly
Remove cob webs to 10 feet	Weekly
Clean refrigerators on the inside and outside	Monthly
Scrub and Wax VCT (tile) floors	Quarterly
Clean high traffic carpets	Quarterly
Strip and Wax VCT (tile) floors	Annually

#### Terrazzo Flooring in all areas

Dust mop all terrazzo flooring using 3m Easy Trap	Daily
Auto Scrub with 3M Neutral cleaner using a red buffing pad	5 x's per week
Auto Scrub With 3M Neutral cleaner using a 3M purple diamond pad	2 x's per week
<b>Burnish Terrazzo Terrazzo Flooring using a Scotch Brite 3M Purple Diamond Pad to maintain gloss:</b>	
High Traffic areas	1-2 times per week
Medium Traffic areas	3-4 times per month
Low Traffic areas	1-2 tmes per month
<b>Recoating of Scotch Guard Stone Floor Protector:</b>	
High Traffic areas	Every other month
Medium Traffic areas	Quarterly
Low Traffic areas	Annually

<b>Administrative Offices Shift 1</b>	<b>8:00am-4:30pm</b>
---------------------------------------	----------------------

**Day Porter duties****Frequency of Cleaning**

Police restroom, restock all dispensers and tidy as needed	3x per shift / as needed
Police conference rooms and tidy chairs, wipe table, empty trash and clean as needed	2x per shift / as needed
Police and clean office break rooms, wipe chairs, tables and counters, tidy as needed	2x per shift / as needed

**Administrative Offices****Service after 6:00P****Restrooms****Frequency of cleaning**

<b>Service Description</b>	
Remove all trash and place in specified dumpster, Replace liner as necessary	Daily
Clean and polish all stainless steel dispensers	Daily
Stock all dispensers	Daily
Clean and sanitize all fixtures, fittings and toilet w/disinfectant	Daily
Clean and polish mirrors	Daily
Damp mop floors w/disinfectant	Daily
Clean and polish stainless steel	Daily
Clean and disinfect all partitions	Daily
Remove cob webs up to 10 feet	Weekly
Spot wash walls, partitions and doors	Weekly
Clean and polish all door and floor tracks	Weekly
Flush floors drains with fresh water	Weekly
Using Kaivac Machine, detail wash tiles walls areas, floors partitions, sinks, toilets and fixtures	2x's per month
Machine Scrub Ramp Restroom Floors	2x's per month
Clean vents	Monthly / As needed
Unstop toilets using hand plunger as discovered or reported	As needed
Report any broken items or emergencies to Airport Ops/Management	As needed

**General Office Spaces and Conference Rooms**

Gather all waste place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Properly arrange chairs in office	Daily
Leave office doors as they were found, exterior doors to be secured	Daily
Vacuum office areas	Daily
Dust/damp mop VCT hard floor areas	Daily
Dust all cleared work surfaces and low partitions	Daily
Spot clean partitions glass	Daily
Dust/wipe down conference room chairs and tables	Daily
Clean and polish stainless steel	Daily
Clean conference and meeting room carpet areas	Daily
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Remove cob web to 10 feet	Weekly
Detail vacuum edges, under desk and around furniture	Weekly
High dust all horizontal surfaces to hand height	Monthly
Brush/vacuum upholstered chairs as needed	Monthly
Dust any vertical mini-blinds	Monthly
Hi speed buff VCT (tile) floors	By Request
Scrub and Wax VCT (tile) floors	By Request
Shampoo an extract all carpets	By Request
Strip and Wax VCT (tilte) floors or as needed	By Request
Report any occurrence that may be out of the ordinary	As needed
Hand spot clean carpets as needed	As needed

**Break Room Areas**

Damp wipe table tops and chair surfaces	Daily
Replenish paper towels	Daily
Collect trash and place in specified dumpster, replace liner as necessary	Daily
Sweep dust mop and/or damp mop all had floor surfaces	Daily
Vacuum carpet areas	Daily
Clean and polish stainless steel	Daily
Wipe down refrigerator and microwaves	Weekly
Remove cob webs to 10 feet	Weekly



<b>Administrative Offices</b>	<b>Service after 6:00P</b>
-------------------------------	----------------------------

**Break Room Areas continued**

Scrub and Wax VCT (tile) floors	quarterly
Clean high traffic carpets	monthly
Shampoo and extract all carpets	annually
Strip and Wax VCT (tile) floors	annually

<b>Rental Car Centers</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---------------------------	---

**Day Porter duties****Frequency of Cleaning**

Police restroom, restock all dispensers and tidy as needed	4x per shift / as needed
Police common lobby, spot clean carpet as needed, pickup debris, empty trash cans	2x per shift / as needed
Police and clean entrance walkway in front and spot clean entrance glass	2x per shift / as needed

**Restrooms****Frequency of cleaning**

Remove all trash and place in specified dumpster, Replace liner as necessary	Daily
Clean and polish all stainless steel dispensers	Daily
Stock all dispensers	Daily
Clean and sanitize all fixtures, fittings and toilet w/disinfectant	Daily
Clean and polish mirrors	Daily
Damp mop floors w/disinfectant	Daily
Clean and polish stainless steel	Daily
Clean and disinfect all partitions	Daily
Remove cob webs up to 10 feet	Weekly
Spot wash walls, partitions and doors	Weekly
Clean and polish all door and floor tracks	Weekly
Flush floors drains with fresh water	Weekly
Using Kaivac Machine, detail wash tiles walls areas, floors partitions, sinks, toilets and fixtures	2x's per month
Machine Scrub Ramp Restroom Floors	2x's per month
Clean vents	Monthly / As needed
Unstop toilets using hand plunger as discovered or reported	As needed
Report any broken items or emergencies to Airport Ops/Management	As needed

**Office Spaces**

Gather all waste place in specified dumpster	Daily
Replace liners in waste baskets if necessary	Daily
Properly arrange chairs in office	Daily
Leave office doors as they were found, exterior doors to be secured	Daily
Vacuum office areas	Daily
Dust/damp mop VCT hard floor areas	Daily
Dust all cleared work surfaces and low partitions	Daily
Spot clean partitions glass	Daily
Dust/wipe down conference room chairs and tables	Daily
Clean and polish stainless steel	Daily
Clean conference and meeting room carpet areas	Daily
Dust and spot clean vertical surfaces, signs and ledges up to 8 ft	Weekly
Remove cob web to 10 feet	Weekly
Detail vacuum edges, under desk and around furniture	Weekly
High dust all horizontal surfaces to hand height	Monthly
Brush/vacuum upholstered chairs as needed	Monthly
Dust any vertical mini-blinds	Monthly
Hi speed buff VCT (tile) floors	By Request
Scrub and Wax VCT (tile) floors	By Request
Shampoo an extract all carpets	By Request
Strip and Wax VCT (tilte) floors or as needed	By Request
Report any occurrence that may be out of the ordinary	As needed
Hand spot clean carpets as needed	As needed

<b>Rental Car Centers</b>	<b>6:00am - 2:30pm and 2:00pm - 10:30pm</b>
---------------------------	---

**Break Room Areas**

Damp wipe table tops and chair surfaces	Daily
Replenish paper towels	Daily
Collect trash and place in specified dumpster, replace liner as necessary	Daily
Sweep dust mop and/or damp mop all hard floor surfaces	Daily
Vacuum carpet areas	Daily
Clean and polish stainless steel	Daily
Wipe down refrigerator and microwaves	Weekly
Remove cob webs to 10 feet	Weekly
Scrub and Wax VCT (tile) floors	By Request
Clean high traffic carpets	By Request
Shampoo and extract all carpets	By Request
Strip and Wax VCT (tile) floors	By Request

**E. CLEANING SCHEDULE**

**Cleaning Standards for Non-Terminal Facilities**

Flagship has reviewed TPA's cleaning standards for non-terminal facilities and is prepared to continue meeting them.

**1. Airport Support Facility**

Purpose	Authority vehicle maintenance, landscaping and projects.
Location	4812 N. West Shore Blvd, Tampa, FL 33614
Access	Interlocking gate padlocks and Authority issued security badges.
Cleanable square footage	7,428 sq. ft.
Cleaning area	Offices, meeting rooms, break rooms, exercise room, hallways, entryways, restrooms and administrative areas.
Non-cleanable area	Maintenance shops and storage rooms except upon request.

<b>Cleaning schedule</b>	<b>Cleaning tasks</b>
Daily Cleaning (Monday through Friday, start at 5:00 p.m.)	<ol style="list-style-type: none"> <li>1. Floors:                             <ol style="list-style-type: none"> <li>a. Hard floors swept or dusted with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>b. Carpet and mats vacuumed and spot cleaned.</li> <li>c. Quarry tile moped.</li> </ol> </li> <li>2. Restrooms:                             <ol style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Waste receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or Airport Operations Center (AOC) upon discovery.</li> </ol> </li> <li>3. Receptacles:                             <ol style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Ashtray emptied and wiped clean in smoking areas.</li> <li>c. Plastic liners furnished and replaced.</li> </ol> </li> </ol>
Daily Cleaning (cont.)	

E. CLEANING SCHEDULE

<p>(Monday through Friday, start at 5:00 p.m.)</p>	<ol style="list-style-type: none"> <li>4. Glass:             <ol style="list-style-type: none"> <li>a. Windows will be spot cleaned.</li> <li>b. Entrance doors will be cleaned daily.</li> </ol> </li> <li>5. Break Area/Meeting Room:             <ol style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter area and sink cleaned.</li> <li>c. Dish soap replenished.</li> </ol> </li> <li>6. Drinking Fountain(s), if installed:             <ol style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain will be clean and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces will be kept clean and free of streaks, water spots and stains.</li> </ol> </li> <li>7. Janitorial Closet, if available:             <ol style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and free from trash.</li> <li>c. Kept free of unauthorized storage items.</li> </ol> </li> <li>8. Vending Machine Areas, if installed:             <ol style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ol> </li> </ol>
<p>Weekly</p>	<p>Office Area:</p> <ol style="list-style-type: none"> <li>1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture dusted with dust control treated cloths; all letter files, phones and other items shall be moved, dusted under and returned to their original position. Note: Computers, electronic devices and personal items will are not cleaned.</li> <li>2. Walls spot cleaned.</li> <li>3. Microwave, if installed, cleaned inside/out.</li> </ol>
<p>Monthly  Monthly (cont.)</p>	<ol style="list-style-type: none"> <li>1. Window sills, low ledges, moldings, picture frames, high dusting (webs).</li> <li>2. Wipe walls in break area and reception area hallway.</li> <li>3. Restroom stainless steel materials (metal and bright work) will be stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> </ol>
<p>Quarterly</p>	<ol style="list-style-type: none"> <li>1. Tile stripped and waxed.</li> <li>2. Restroom floor tile machine scrubbed.</li> <li>3. Refrigerator cleaned, if installed.</li> </ol>

**E. CLEANING SCHEDULE**

Semi-Annual	1. Carpets shampooed
-------------	----------------------

2. Cell Phone Waiting Lot

Purpose	Paved parking lot area with restroom facilities used to wait for arriving passengers
Location	5302 Economy Parking Road, Tampa, FL 33607
Access	Access gate is open 24 hours per day, seven days per week
Cleanable square footage	855 sq. ft.
Cleaning area	Restrooms, storage room, and covered front sidewalk
Non-cleanable area	Paved parking area

Cleaning schedule	Cleaning tasks
<p>Regular Cleaning Hourly restroom policing 6:00 am thru 11:00 pm</p>	<ol style="list-style-type: none"> <li>1. Restrooms:                             <ol style="list-style-type: none"> <li>a. Interior surfaces of toilets and urinals cleaned with a phosphoric acid or citric acid based bowl cleaner.</li> <li>b. Exterior surfaces of toilets and urinals cleaned with a mildly abrasive cleanser and rinsed with a germicidal solution that will be allowed to stay in contact with the surfaces a minimum of 10 minutes.</li> <li>c. Interior trash receptacles will be emptied. Those without plastic liners or with torn plastic liners cleaned with germicidal cleaner. Exterior clean and free of spots.</li> <li>d. Mirrors cleaned with a good quality glass cleaner.</li> <li>e. Floor mopped with a disinfectant solution. The mopping solution will be disposed of down the floor drain. The floor will be rinsed with clean water with no free standing water left on the floor. The floor will be spot cleaned as a minimum on the second and third visit.</li> <li>f. Stalls and partitions cleaned and disinfected at 6:00 a.m., wiped down as needed at 11:00 a.m. and 4:00 p.m. and cleaned and disinfected at 9:00 p.m.</li> <li>g. Paper products, hand soap and liners replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ol> </li> <li>2. Receptacles will not be allowed to overflow.</li> <li>3. Covered Front Sidewalk:                             <ol style="list-style-type: none"> <li>a. Swept clean.</li> <li>b. Trash removed.</li> </ol> </li> <li>4. Drinking Fountain(s), if installed:</li> </ol>

E. CLEANING SCHEDULE

	<ul style="list-style-type: none"> <li>a. Clean and free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain clean and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces will be kept clean and free of streaks, water spots and stains.</li> </ul> <p>5. Seating Areas: All furniture surfaces, table tops, counters and seats will be wiped clean as necessary. Deep cleaning of problem areas will be conducted after normal operating hours.</p> <p>6. Janitorial Closet, if available:  <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Free of unauthorized storage items.</li> </ul> </p> <p>7. Vending Machine Areas, if installed:  <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul> </p>
Monthly	1. Stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.
Three times per year	1. Covered front sidewalk area pressure washed.
Semi-Annual	<ul style="list-style-type: none"> <li>1. Restrooms <ul style="list-style-type: none"> <li>a. Walls power washed and spot cleaned.</li> <li>b. Floor tile stripped and waxed.</li> <li>c. Grout cleaned and sealed.</li> </ul> </li> </ul>

3. Central Warehouse

Purpose	Authority inventory storage
Location	5008 N. Westshore Blvd, Tampa, FL 33614
Access	Keys and Authority issued security badges. Contact Airport Operations Center upon arrival to begin work and upon departure.
Cleanable square footage	6,273 sq. ft.
Cleaning area	Offices, hallways, entryway, break room, meeting room, restrooms, storage rooms and outside steps.
Non-cleanable area	Warehouse inventory storage area

<b>Cleaning schedule</b>	<b>Cleaning tasks</b>
Twice per week	1. Floors:

E. CLEANING SCHEDULE

<p>(Tuesday and Friday, start after 4:30 p.m.)</p>	<ul style="list-style-type: none"> <li>a. Hard floors mopped.</li> <li>b. Carpet, mats vacuumed and spot cleaned.</li> <li>2. Dusting:             <ul style="list-style-type: none"> <li>a. Desks, filing cabinets, bookcases, chairs tables and other office furniture, dusted with dust control treated cloths. All letter files, phones and other items shall be moved, dusted under and returned to their original position.</li> <li>b. Windowsills, low edges, moldings, picture frames, high dusting (ceiling light fixtures, ceiling corners).</li> </ul> </li> <li>3. Glass:             <ul style="list-style-type: none"> <li>a. Windows spot cleaned.</li> <li>b. Entrance doors cleaned.</li> </ul> </li> <li>4. Drinking Fountain(s), if installed:             <ul style="list-style-type: none"> <li>a. Cleaned, and free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ul> </li> </ul>
<p>Every Two Weeks</p>	<ul style="list-style-type: none"> <li>1. Restrooms:             <ul style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ul> </li> <li>2. Receptacles:             <ul style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Plastic liners furnished and replaced.</li> </ul> </li> <li>3. Break Area and Meeting Room:             <ul style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter area and sink cleaned.</li> <li>c. Microwave, if installed, cleaned inside/out.</li> </ul> </li> <li>4. Covered Front Sidewalk:             <ul style="list-style-type: none"> <li>a. Swept clean</li> <li>b. Trash removed.</li> </ul> </li> <li>5. Drinking Fountain(s), if installed:</li> </ul>

**E. CLEANING SCHEDULE**

	<ul style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain will be clean and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces will be kept clean and free of streaks, water spots and stains.</li> </ul> <p>6. Janitorial Closet, if available:</p> <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Kept free of unauthorized storage items.</li> </ul> <p>7. Vending Machine Areas, if installed:</p> <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul>
Monthly	1. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.
Quarterly	1. Floors stripped and waxed with four coats.
Semi-annual	<ul style="list-style-type: none"> <li>1. Restroom floor tile machine scrubbed.</li> <li>2. Refrigerator cleaned, if installed.</li> </ul>
Annual	<ul style="list-style-type: none"> <li>1. Lost and found storage room deep cleaned including inside windows and window frames.</li> <li>2. Archive storage room deep cleaned including inside windows and window frames.</li> </ul>

4. Federal Inspection Service (FIS) at Air Cargo

Purpose	Process international cargo.
Location	4662 Air Cargo Road, Suite 1200, Tampa, FL 33614
Access	Access coordinated with FIS staff
Cleanable square footage	2,514 sq. ft.
Cleaning area	Offices, meeting rooms, break rooms, hallways, entryways, restrooms and administrative areas
Non-cleanable area	Dog kennel

Cleaning schedule	Cleaning tasks
Daily (Monday through Friday, starting at 4:30 p.m.)	<ul style="list-style-type: none"> <li>1. Restrooms                             <ul style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> </ul> </li> </ul>



E. CLEANING SCHEDULE

	<ul style="list-style-type: none"> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ul> <ul style="list-style-type: none"> <li>2. Receptacles             <ul style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Plastic liners furnished and replaced.</li> </ul> </li> <li>3. Glass             <ul style="list-style-type: none"> <li>a. Entrance door glass cleaned.</li> <li>b. Front partition glass spot cleaned.</li> </ul> </li> <li>4. Break Area             <ul style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter tops and fronts wiped.</li> <li>c. Coffee pots and filters cleaned.</li> <li>d. Sink cleaned and shined.</li> <li>e. Microwave, if installed, cleaned inside/out.</li> <li>f. Floors swept and mopped.</li> </ul> </li> </ul>
<p>Three times per week</p>	<ul style="list-style-type: none"> <li>1. Floors             <ul style="list-style-type: none"> <li>a. Hard floors swept or dusted with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>b. Office floors mopped.</li> <li>c. Carpet and mats vacuumed and spot cleaned.</li> </ul> </li> <li>2. Janitorial Closet, if available:             <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Kept free of unauthorized storage items.</li> </ul> </li> <li>3. Vending Machine Areas, if installed:             <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul> </li> </ul>
<p>Weekly</p>	<ul style="list-style-type: none"> <li>1. Drinking Fountain(s), if installed:             <ul style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ul> </li> </ul>
<p>Monthly</p>	<ul style="list-style-type: none"> <li>1. Front partition glass cleaned inside and outside.</li> </ul>

**E. CLEANING SCHEDULE**

	<ol style="list-style-type: none"> <li>2. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> <li>3. Refrigerator cleaned, if installed.</li> </ol>
Bi-weekly	<ol style="list-style-type: none"> <li>1. Dusting                         <ol style="list-style-type: none"> <li>a. Desks, filing cabinets, bookcases, chairs, tables and other office furniture, dusted with dust control treated cloths.</li> <li>b. All letter files, phone and other items shall be moved, dusted under and returned to their original position.</li> <li>c. Windowsills, low ledges, moldings, picture frames, and high dusting (cobwebs), dusted with dust control treated cloths.</li> <li>d. Office machines dusted upon request.</li> </ol> </li> </ol>
Annual	<ol style="list-style-type: none"> <li>1. Floors stripped and waxed with four coats of wax.</li> <li>2. Restroom floor tile machine scrubbed.</li> <li>3. Carpet cleaned.</li> </ol>

5. Federal Inspection Service (FIS) at General Aviation

Purpose	Process inbound and outbound international passengers.
Location	4755 Jim Walter Blvd., Tampa, FL 33607
Access	Coordinated with FIS.
Cleanable square footage	2,710 sq. ft.
Cleaning area	Offices, break rooms, exercise room, hallways, entryways, restrooms and administrative areas

Cleaning schedule	Cleaning tasks
Tuesday and Friday, 3:00 p.m. or later	<ol style="list-style-type: none"> <li>1. Floors swept with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>2. Seating Areas: All furniture surfaces, table tops, counters and seats wiped clean as necessary. Deep cleaning of problem areas will be conducted after normal operating hours.</li> <li>3. Carpet and mats vacuumed and spot cleaned.</li> <li>4. Restrooms                         <ol style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> </ol> </li> </ol>

E. CLEANING SCHEDULE

<p>Tuesday and Friday (cont.) 3:00 p.m. or later</p>	<ul style="list-style-type: none"> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ul> <p>5. Receptacles:</p> <ul style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Plastic liners furnished and replaced.</li> </ul> <p>6. Glass doors cleaned.</p>
<p>Weekly</p>	<ul style="list-style-type: none"> <li>1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture, dusted with dust control treated cloths.</li> <li>2. All letter files, phone and other items moved, dusted under and returned to their original position.</li> <li>3. Janitorial Closet, if available:             <ul style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> <li>c. Free of unauthorized storage items.</li> </ul> </li> <li>4. Vending Machine Areas, if installed:             <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul> </li> <li>5. Drinking Fountain(s), if installed:             <ul style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ul> </li> </ul>
<p>Monthly</p>	<ul style="list-style-type: none"> <li>1. Window sills, low ledges, molding, picture frames and high dusting (cobwebs).</li> <li>2. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> </ul>
<p>Semi-Annual</p>	<ul style="list-style-type: none"> <li>1. Restroom floor tile machine scrubbed.</li> <li>2. Foyer floor tile machine scrubbed.</li> <li>3. Carpet cleaned in all areas.</li> </ul>

6. Police Canine Facility

<p>Purpose</p>	<p>Authority Police complex</p>
<p>Location</p>	<p>5020 N. Westshore Blvd, Tampa, FL 33614</p>
<p>Access</p>	<p>Police escort</p>

**E. CLEANING SCHEDULE**

Cleanable square footage	2,140 sq. ft.
Cleaning area	Offices, training room, restrooms, hallways, entryway and dog kennels (only upon request)

<b>Cleaning schedule</b>	<b>Cleaning tasks</b>
Daily (Monday through Friday, 8:00 a.m. to 5:00 p.m).	<ol style="list-style-type: none"> <li>1. Floors:                             <ol style="list-style-type: none"> <li>a. Hard floors swept or dusted with dust control treated mops or other effective tools and left clean and free of dust.</li> <li>b. Carpet / mats Vacuumed and spot cleaned.</li> </ol> </li> <li>2. Restrooms:                             <ol style="list-style-type: none"> <li>a. Floors detergent mopped and rinsed.</li> <li>b. Sinks, toilets and urinals cleaned and sanitized.</li> <li>c. Mirrors cleaned.</li> <li>d. Stall partitions and tiled walls kept clean.</li> <li>e. Receptacles emptied and cleaned.</li> <li>f. Towel and tissue dispensers wiped down and replenished.</li> <li>g. Hand soap dispensers wiped down and replenished.</li> <li>h. Dispensers that are defective or damaged reported to Work Control or AOC upon discovery.</li> </ol> </li> <li>3. Receptacles:                             <ol style="list-style-type: none"> <li>a. Emptied, wiped down and sanitized.</li> <li>b. Ashtray emptied and wiped clean in smoking areas.</li> <li>c. Plastic liners furnished and replaced.</li> </ol> </li> <li>4. Glass:                             <ol style="list-style-type: none"> <li>a. Windows spot cleaned.</li> <li>b. Entrance doors cleaned daily.</li> </ol> </li> <li>5. Break Area/Meeting Room:                             <ol style="list-style-type: none"> <li>a. Tables and chairs damp wiped.</li> <li>b. Counter area and sink cleaned.</li> <li>c. Dish soap replenished.</li> </ol> </li> </ol>
Weekly	<p>Office Area:</p> <ol style="list-style-type: none"> <li>1. Desks, filing cabinets, bookcases, chairs, tables and other office furniture dusted with dust control treated cloths; all letter files, phones and other items moved, dusted under and returned to their original position. Note: Computers, electronic devices and personal items are not cleaned.</li> <li>2. Janitorial Closet, if available:                             <ol style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and free from trash.</li> <li>c. Kept free of unauthorized storage items.</li> </ol> </li> </ol>

E. CLEANING SCHEDULE

	<ol style="list-style-type: none"> <li>3. Vending Machine Areas, if installed:             <ol style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ol> </li> <li>4. Drinking Fountain(s), if installed:             <ol style="list-style-type: none"> <li>a. Cleaned, free of streaks, stains, spots, smudges, scale, and other removable soil to present a uniformly bright appearance.</li> <li>b. Metal surfaces polished including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>c. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ol> </li> <li>5. Break room microwave, if installed, cleaned inside and out.</li> </ol>
Monthly	<ol style="list-style-type: none"> <li>1. Window sills, low ledges, moldings, picture frames, high dusting (ceiling light fixtures, ceiling corners, cobwebs).</li> <li>2. Walls in break area and reception area hallway wiped down.</li> <li>3. Restroom stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> </ol>
Semi-Annual (one night per week)	<ol style="list-style-type: none"> <li>1. Hard floors (VCT) stripped and waxed.</li> <li>2. Refrigerator cleaned, if installed.</li> <li>3. Carpets shampooed.</li> <li>4. Dog kennels pressure washed and disinfected.</li> </ol>

7. Consolidated Ground Transportation Facility

Purpose	Taxicabs wait to be called by dispatcher to pick up passengers at the Main Terminal
Location	5315 Airport Service Road, Tampa, FL 33607
Access	No restriction
Cleanable square footage	2,856 sq. ft.
	Daily:
Cleaning area	Restrooms, storage room, and covered front sidewalk area
Non-cleanable area	Paved parking area

Cleaning schedule	Cleaning tasks
Daily Cleaning  5:00 AM – 6:00 am; 8:00 am– 9:00 am; 11:00 am – 12:00 pm;	<ol style="list-style-type: none"> <li>1. Policing and General Cleanup:             <ol style="list-style-type: none"> <li>a. Driveway.</li> <li>b. Parking area.</li> <li>c. Grass areas (including behind the facility).</li> </ol> </li> </ol>

E. CLEANING SCHEDULE

<p>2:00 pm – 3:00 pm; 5:00 pm–6:00 PM; 8:00 pm – 9:00 pm</p>	<ol style="list-style-type: none"> <li>2. Receptacles emptied, including 55 Gallon receptacles in driveway and around pavilion. Receptacles will not be allowed to overflow.</li> <li>3. Walkways and sidewalks swept.</li> <li>4. Tables and water fountain cleaned.</li> <li>5. Seating Areas: All furniture surfaces, table tops, counters and seats wiped clean as necessary. Deep cleaning of problem areas will be conducted after normal operating hours.</li> <li>6. Restrooms:             <ol style="list-style-type: none"> <li>a. Interior surfaces of toilets and urinals cleaned with a phosphoric acid or citric acid based bowl cleaner.</li> <li>b. Exterior surfaces of toilets and urinals cleaned with a mildly abrasive cleanser and rinsed with a germicidal solution that will be allowed to stay in contact with the surfaces a minimum of 10 minutes.</li> <li>c. Floors swept and mopped (a minimum of two times per day).</li> <li>d. Mirrors cleaned with a good quality glass cleaner.</li> <li>e. Receptacles emptied. Those without plastic liners or with torn plastic liners cleaned with germicidal cleaner. Exterior clean and free of spots and streaks.</li> <li>f. Restrooms stocked with good quality soap and toilet paper.</li> </ol> </li> <li>7. Pavilion Seating Area:             <ol style="list-style-type: none"> <li>a. Concrete floor swept and debris removed.</li> <li>b. Floors mopped (minimum once a day).</li> <li>c. Tabletops and benches wiped down with neutral detergent (minimum two times a day).</li> <li>d. Receptacles emptied into City of Tampa supplied container (minimum two times a day).</li> <li>e. Dust Ceiling fans – monthly.</li> </ol> </li> <li>8. Drinking Fountain(s), if installed:             <ol style="list-style-type: none"> <li>a. Clean and free of streaks, stains, spots, smudges, scale, and other removable soil.</li> <li>b. Present a uniformly bright appearance.</li> <li>c. Polished metal surfaces including the orifices and drain cleaned and disinfected. Note: Care will be taken to prevent overspray or damage to other surrounding finishes or walls.</li> <li>d. Surrounding walls, floors, and other surfaces kept clean and free of streaks, water spots and stains.</li> </ol> </li> </ol>
<p>Weekly</p>	<ol style="list-style-type: none"> <li>1. Doors and screens cleaned and dusted.</li> <li>2. Janitorial Closet, if available:             <ol style="list-style-type: none"> <li>a. Kept neat and orderly.</li> <li>b. Swept clean and trash removed.</li> </ol> </li> </ol>

E. CLEANING SCHEDULE

	<ul style="list-style-type: none"> <li>c. Kept free of unauthorized storage items.</li> <li>3. Vending Machine Areas, if installed:                             <ul style="list-style-type: none"> <li>a. Wiped down.</li> <li>b. Surrounding area cleaned.</li> </ul> </li> </ul>
<p>Monthly</p>	<ul style="list-style-type: none"> <li>1. Ceiling fans dusted.</li> <li>2. Stainless steel materials (metal and bright work) stripped, oiled with food-grade mineral oil only and buffed to maintain a clean and polished appearance.</li> <li>3. Restroom wall and ceiling vents cleaned once per month.</li> </ul>

E. CLEANING SCHEDULE

Schedule of Periodic Work

LANDSIDE FLOOR SCHEDULE

SERVICE BUILDING	FLOOR TYPE	TASK	FREQ	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Comm center Break Room	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Locker Room (M)	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Locker Room (w)	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Break Room 2nd Floor Police	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Electronics shop	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Maint	VCT	strip & wax	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/04/21	
Flagship Break Room	VCT	strip & wax	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/04/21	
Terrazzo Red/blue	Terrazzo	restoration	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/04/21	
Bombardier	VCT	strip & wax	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/04/21	
PLANING ROOM	Carpet		Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/04/21	
<b>TICKET COUNTERS</b>															
American Legacy US Air	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Air Canada	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Silver Airways	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Continental/United	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Delta	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Cayman	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
American	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/28/21			w/o 04/28/21			w/o 06/28/21		
United	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/28/21			w/o 04/28/21			w/o 06/28/21		
Air Tran	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/28/21			w/o 04/28/21			w/o 06/28/21		
Jet Blue	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/28/21			w/o 04/28/21			w/o 06/28/21		
Continental	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/28/21			w/o 04/28/21			w/o 06/28/21		
Spirit	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/28/21			w/o 04/28/21			w/o 06/28/21		
South West	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/28/21			w/o 04/28/21			w/o 06/28/21		
Board room kitchen	VCT	strip & wax	per request							w/o 04/15/21					
Board room carpet															
Lv1 Red Side	Terrazzo	restoration	annually	w/o 10/14/20											
Lv1 Blue Side	Terrazzo	restoration	annually		w/o 11/07/20										
Orange station	Terrazzo	restoration	annually	w/o 10/14/20											
purple station	Terrazzo	restoration	annually	w/o 10/14/20											
green station	Terrazzo	restoration	annually	w/o 10/14/20											
Gold station	Terrazzo	restoration	annually	w/o 10/14/20											
Level 3 tiled floor areas	Tile Floors	Deep Scrub	Monthly	w/o 10/01/20	w/o 11/01/20	w/o 12/01/20	w/o 01/01/21	w/o 02/01/21	w/o 03/01/21	w/o 04/01/21	w/o 05/01/21	w/o 06/01/21	w/o 07/01/21	w/o 08/01/21	w/o 09/01/21
Level 2 tiled floor areas	Tile Floors	Deep Scrub	Quarterly		w/o 11/14/20			w/o 02/06/21			w/o 05/01/21			w/o 08/07/21	

LANDSIDE PROJECT SCHEDULE

PROJECT DESCRIPTION	FREQUENCY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Clean elevators interior	Quarterly	w/o 09/07/20			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Wash interior glazed bricks and glass ceramic panel walls	Quarterly	w/o 09/07/20			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Scrub marble walls	Quarterly	w/o 09/07/20	w/o 10/7, 10/14, 10/21, 10/28	w/o 11/4, 11/11, 11/18, 11/25	w/o 12/9, 12/16, 12/23, 12/30	w/o 01/07, 01/21, 01/14, 01/21, 01/28	w/o 02/3, 02/10, 02/17, 02/24	w/o 3/10, 3/17, 3/24, 3/31	w/o 04/07, 04/14, 04/21, 04/28	w/o 05/05, 05/12, 05/19, 05/26	w/o 06/09, 06/16, 06/23, 06/30	w/o 07/07, 07/14, 07/21, 07/28	w/o 08/04, 08/11, 08/18, 08/25	w/o 09/08, 09/15, 09/22, 09/29
Clean Formica walls	Quarterly		w/o 10/07/20		w/o 12/28/20	w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Clean wall tapestries	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Deep clean interior of shuttle cars	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Polish elevators doors & jambs	Quarterly			w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21	
strip and oiled elevator doors	Quarterly			w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21	
Strip, oil bag belts	Quarterly			w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21	
Miscellaneous Stainless Steel	Quarterly	w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21			w/o 09/07/21
dust ticket level light diffusers	Quarterly	w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21			w/o 09/07/21
dust light diffusers at shuttle lobby	Quarterly	w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21			w/o 09/07/21
Clean & treat vinyl chairs	Quarterly	w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21			w/o 09/07/21
clean interior landside Airline podiums and stainless steel	Quarterly	w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21			w/o 09/07/21
Clean interior graphics	2x Annually							w/o 03/14/21						w/o 09/07/21
Wash interior Painted walls	2x Annually			w/o 11/07/20						w/o 05/07/21				
Wash exterior painted walls	2x Annually				w/o 12/14/20						w/o 06/14/21			
clean interior vinyl walls	2x Annually					w/o 01/07/21						w/o 07/07/21		
dust baggage claim light diffusers	2x Annually						w/o 02/07/21						w/o 08/07/21	
clean interior carpeted walls	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/21/20	w/o 01/14/21	w/o 02/14/21	w/o 03/21/21	w/o 04/14/21	w/o 05/14/21	w/o 06/21/21	w/o 07/14/21	w/o 08/04/21	w/o 09/14/21
Clean Linear and turbo HVAC vents	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/21/20	w/o 01/14/21	w/o 02/14/21	w/o 03/21/21	w/o 04/14/21	w/o 05/14/21	w/o 06/21/21	w/o 07/14/21	w/o 08/04/21	w/o 09/14/21
Clean all stairwells	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/21/20	w/o 01/14/21	w/o 02/14/21	w/o 03/21/21	w/o 04/14/21	w/o 05/14/21	w/o 06/21/21	w/o 07/14/21	w/o 08/04/21	w/o 09/14/21
Polish Shuttle lobby doors	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
dust shuttle lobby light diffusers	Monthly	w/o 09/21/20	w/o 10/14/20	w/o 11/21/20	w/o 12/28/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Clean Airlines podiums and stainless steel	Annually						w/o 02/28/21							
clean landside shuttle walls airside A,C,E,F	Monthly	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/28/20	w/o 01/28/21	w/o 02/28/21	w/o 03/28/21	w/o 04/28/21	w/o 05/28/21	w/o 06/28/21	w/o 07/28/21	w/o 08/28/21	w/o 09/28/21
Shuttle car	Monthly	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/28/20	w/o 01/28/21	w/o 02/28/21	w/o 03/28/21	w/o 04/28/21	w/o 05/28/21	w/o 06/28/21	w/o 07/28/21	w/o 08/28/21	w/o 09/28/21
Dust Stanchion	Monthly	w/o 09/28/20	w/o 10/28/20	w/o 11/28/20	w/o 12/28/20	w/o 01/28/21	w/o 02/28/21	w/o 03/28/21	w/o 04/28/21	w/o 05/28/21	w/o 06/28/21	w/o 07/28/21	w/o 08/28/21	w/o 09/28/21
clean Ballard's and benches 2nd level	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
clean Ballard's and benches 1 st level	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Clean exterior graphics	Monthly	w/o 09/28/20	w/o 10/28/20	w/o 11/28/20	w/o 12/28/20	w/o 01/28/21	w/o 02/28/21	w/o 03/28/21	w/o 04/28/21	w/o 05/28/21	w/o 06/28/21	w/o 07/28/21	w/o 08/28/21	w/o 09/28/21



E. CLEANING SCHEDULE

AIRSIDE A FLOOR WORK

AIRSIDE A	FLOOR TYPE	TASK	FREQ	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Silver	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Alaskan office/Triangle office	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
United (Old Northwest) break	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Jet Blue	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
United Hallway	VCT	strip & wax	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
A1	Carpet	extraction	Quarterly	w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
United Ops	VCT	strip & wax	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 04/14/21			w/o 08/04/21	
United Maint	VCT	strip & wax	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 04/14/21			w/o 08/04/21	
Spirit Ops	VCT	strip & wax	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 04/14/21			w/o 08/04/21	
DGS	VCT	strip & wax	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 04/14/21			w/o 08/04/21	
NOC															
ITS	Carpet	extraction	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 04/14/21			w/o 08/04/21	
Ceramic floor tile	Ceramic tile	deep scrub	Annually		w/o 11/14/20			w/o 02/14/21			w/o 04/14/21			w/o 08/04/21	
Elevator Landing	Carpet	extraction	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 04/14/21			w/o 08/04/21	
MIS Hallway	Carpet	extraction	Quarterly			w/o 12/21/20			w/o 03/24/21			w/o 06/21/21			w/o 09/21/21
Brown Hallway	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/24/21			w/o 06/21/21			w/o 09/21/21
pemco	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/24/21			w/o 06/21/21			w/o 09/21/21
ASA TSA	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/24/21			w/o 06/21/21			w/o 09/21/21
TSA check point	Carpet	extraction	Quarterly			w/o 12/21/20			w/o 03/24/21			w/o 06/21/21			w/o 09/21/21
Elevators	Carpet	extraction	Quarterly			w/o 12/21/20			w/o 03/24/21			w/o 06/21/21			w/o 09/21/21
A-sort break room	VCT	strip & wax	Quarterly			w/o 12/21/20			w/o 03/24/21			w/o 06/21/21			w/o 09/21/21
ITS	Ceramic tile	deep scrub	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/21/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Jet ways	Carpet	extraction	Monthly	w/o 10/10-10/24	w/o 11/12-11/26	w/o 12/17-12/31	w/o 01/21-01/31	w/o 02/17-02/28	w/o 03/18-03/31	w/o 04/15-04/30	w/o 05/20-05/31	w/o 06/17-06/30	w/o 07/31/21	w/o 08/15-08/31	w/o 09/16-09/30
extraction gate hold rooms	Carpet	extraction	Monthly	w/o 10/10-10/24	w/o 11/12-11/26	w/o 12/17-12/31	w/o 01/21-01/31	w/o 02/17-02/28	w/o 03/18-03/31	w/o 04/15-04/30	w/o 05/20-05/31	w/o 06/17-06/30	w/o 07/31/21	w/o 08/15-08/31	w/o 09/16-09/30
machine scrub restrooms ramp	VCT	strip & wax	Quarterly	w/o 10/10/20			w/o 01/21/21			w/o 04/15/21			w/o 07/31/21		
restrooms(Kaivac)	Tile	deep scrub	Monthly	w/o 10/10-10/24	w/o 11/12-11/26	w/o 12/17-12/31	w/o 01/21-01/31	w/o 02/17-02/28	w/o 03/18-03/31	w/o 04/15-04/30	w/o 05/20-05/31	w/o 06/17-06/30	w/o 07/31/21	w/o 08/15-08/31	w/o 09/16-09/30
Board room carpet															

AIRSIDE A PROJECT CYCLE

PROJECT DESCRIPTION	FREQUENCY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Clean elevator carpet	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Wash interior glazed bricks and glass ceramic panel walls	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21	
Clean interior graphics	Quarterly				w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Wash Painted walls	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
strip and oil other stainless steel	Quarterly			w/o 11/01/20	w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Wash interior stainless steel planters	Annually								w/o 04/07/21					
Clean Trash units	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Clean kitchen areas	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21	
TSA Checkpoint Benches	Quarterly				w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
Clean elevators interior	4x Month	w/o 09/09, 09/16, 09/23, 09/30	w/o 10/7, 10/14, 10/21, 10/28	w/o 11/4, 11/11, 11/18, 11/25	w/o 12/9, 12/16, 12/23, 12/30	w/o 01/07, 01/21, 01/28	w/o 02/3, 02/10, 02/17, 02/24	w/o 3/10, 3/17, 3/24, 3/31	w/o 04/07, 04/14, 04/21, 04/28	w/o 05/05, 05/12, 05/19, 05/26	w/o 06/09, 06/16, 06/23, 06/30	w/o 07/07, 07/14, 07/21, 07/28	w/o 08/04, 08/11, 08/18, 08/25	w/o 09/08, 09/15, 09/22, 09/29
Clean elevator carpet	Quarterly				w/o 12/28/20			w/o 03/28/21			w/o 06/28/21			w/o 09/28/21
Deep clean ( G-I ) R/Rs	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Dust HVAC diffusers.	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Dust air vents	Weekly													
Clean all Airside Return Air vents	Weekly													
Carpet extraction	2X Month	w/o 09/09, 09/23	w/o 10/07, 10/21	w/o 11/11, 11/25	w/o 12/09, 12/23	w/o 01/6, 01/20	w/o 02/10, 02/24	w/o 03/10, 03/24	w/o 04/07, 04/21	w/o 05/12, 05/26	w/o 06/9, 06/23	w/o 07/07, 07/21	w/o 08/11, 08/25	w/o 09/08, 09/22
Clean all stairwells	Weekly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
Clean podiums	Weekly													
Clean and restored vinyl chairs	Quarterly			w/o 11/21/20			w/o 02/12/21			w/o 05/14/21			w/o 08/14/21	
Dust Shuttle Tunnel AS/A	Weekly													
Clean Smoking Rooms	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
Clean Loading Bridges	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
Clean HVAC Lower Vent	Monthly	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Dust Stanchion	Monthly	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Dust air vents	Weekly	w/o 09/04/20	w/o 10/09/20	w/o 11/13/20	w/o 12/04/20	w/o 01/08/21	w/o 02/05/21	w/o 03/12/21	w/o 04/09/21	w/o 05/07/21	w/o 06/04/21	w/o 07/09/21	w/o 08/13/21	w/o 09/10/21
Clean all Airside Return Air vents	Weekly	w/o 09/11/20	w/o 10/16/20	w/o 11/20/20	w/o 12/11/20	w/o 01/15/21	w/o 02/12/21	w/o 03/19/21	w/o 04/16/21	w/o 05/14/21	w/o 06/11/21	w/o 07/16/21	w/o 08/20/21	w/o 09/17/21
Clean Play Area	Weekly	w/o 09/18/20	w/o 10/23/20	w/o 11/27/20	w/o 12/18/20	w/o 01/22/21	w/o 02/19/21	w/o 03/26/21	w/o 04/23/21	w/o 05/21/21	w/o 06/18/21	w/o 07/23/21	w/o 08/27/21	w/o 09/24/21
Stainless Steel Laptop Stations	2 x month	w/o 09/16, 09/30	w/o 10/14-10/28	w/o 11/04, 11/18	w/o 11/09, 12/23	w/o 01/13, 01/27	w/o 02/10, 02/24	w/o 03/17, 03/31	w/o 04/14, 04/28	w/o 05/05, 05/19	w/o 06/16, 06/30	w/o 07/14, 07/28	w/o 08/11, 08/25	w/o 09/15, 09/29

E. CLEANING SCHEDULE

**AIRSIDE C PROJECT SCHEDULE FLOOR WORK**

AIRSIDE C	FLOOR TYPE	TASK	FREQ	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
South West Ops	VCT	strip & wax	Quarterly		w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21
Southwest Ops offices	carpet	extraction	Quarterly		w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21
Southwest Ops hallways	VCT	Strip & wax	Quarterly		w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21
Southwest Ops break room	VCT	strip & wax	Quarterly		w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21
Southwest Ops locker rooms	VCT	strip & wax	Quarterly		w/o 11/07/20			w/o 02/07/21			w/o 05/07/21			w/o 08/07/21
South West Maint	VCT	strip & wax	Quarterly			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		
Southwest Maint offices	carpet	extraction	Quarterly			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		
S/W Break Room 2nd flor	VCT	Strip & wax	Quarterly			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		
S/W Break room 2nd level	carpet	strip & wax	Quarterly			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		
Old Air Tran	VCT	Strip & wax	Quarterly			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		
Old Air Tran														
Flagship Break Room	vct/carpet	strip & wax	Quarterly	w/o 10/21/20			w/o 01/21/21			w/o 04/21/21			w/o 07/21/21	
TSA A/S C	vct/carpet	strip & wax	Quarterly	w/o 10/21/20			w/o 01/21/21			w/o 04/21/21			w/o 07/21/21	
terrazzo floor	Terrazzo	restoration	Annually											
TSA check point	carpet	extraction	Quarterly	w/o 10/21/20			w/o 01/21/21			w/o 04/21/21			w/o 07/21/21	
Elevators	carpet	extraction	Quarterly	w/o 10/21/20			w/o 01/21/21			w/o 04/21/21			w/o 07/21/21	
c-sort	tile	deep clean	monthly	w/o 10/29/20	w/o 11/26/20	w/o 12/31/20	w/o 01/31/21	w/o 02/28/21	w/o 03/14/21	w/o 04/30/21	w/o 05/31/21	w/o 06/30/21	w/o 07/31/21	w/o 08/31/21
Jet ways	carpet	extraction	2x Month	w/o 10/15-10/29	w/o 11/12-11/26	w/o 12/17-12/31	w/o 01/10-01/24	w/o 02/14-02/28	w/o 03/17-03/31	w/o 04/09-04/23	w/o 05/10-05/24	w/o 06/16-06/30	w/o 07/17-07/31	w/o 08/10-08/24
extraction gate hold rooms	carpet	extraction	2x Month	w/o 10/28/20	w/o 11/12-11/26	w/o 12/17-12/31	w/o 01/10-01/24	w/o 02/14-02/28	w/o 03/17-03/31	w/o 04/09-04/23	w/o 05/10-05/24	w/o 06/16-06/30	w/o 07/17-07/31	w/o 08/10-08/24
machine scrub restrooms ramp	VCT	strip & wax	2x Month	w/o 10/14, 10/28	w/o 11/12-11/26	w/o 12/17-12/31	w/o 01/10-01/24	w/o 02/14-02/28	w/o 03/17-03/31	w/o 04/09-04/23	w/o 05/10-05/24	w/o 06/16-06/30	w/o 07/17-07/31	w/o 08/10-08/24
restrooms(Kaivac)	Tile	deep clean	2x Month	w/o 10/14, 10/28	w/o 11/12-11/26	w/o 12/17-12/31	w/o 01/10-01/24	w/o 02/14-02/28	w/o 03/17-03/31	w/o 04/09-04/23	w/o 05/10-05/24	w/o 06/16-06/30	w/o 07/17-07/31	w/o 08/10-08/24

**AIRSIDE C PROJECT SCHEDULE CYCLE**

PROJECT DESCRIPTION	FREQUENCY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Clean elevator carpet	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21	
Board room carpet									w/o 04/15/21				
Clean interior graphics	Quarterly	w/o 09/21/20			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21		
Wash Painted walls	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21	
clean interior carpeted walls	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21
strip and oil other stainless steel	Quarterly	w/o 09/21/20			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21		
Wash interior stainless steel planters	Annually								w/o 04/07/21				
Clean Trash units	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21	
TSA Checkpoint Benches	Quarterly	w/o 09/21/20		w/o 11/01/20	w/o 12/21/20			w/o 03/21/21			w/o 06/21/21		
Clean elevators interior	Weekly												
Clean elevator carpet	Quarterly	w/o 09/28/20			w/o 12/28/20			w/o 03/28/21			w/o 06/28/21		
Deep clean ( G-1 ) R/Rs	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Dust HVAC diffusers.	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Dust air vents	Weekly												
Clean all Airside Return Air vents	Weekly												
Carpet extraction	2x month	w/o 09/21/20	w/o 10/7, 10/14, 10/21, 10/28	w/o 11/4, 11/11, 11/18, 11/25	w/o 12/9, 12/16, 12/23, 12/30	w/o 01/07, 01/21, 01/14, 01/21, 01/28	w/o 02/3, 02/10, 02/17, 02/24	w/o 3/10, 3/17, 3/24, 3/31	w/o 04/07, 04/14, 04/21, 04/28	w/o 05/05, 05/12, 05/19, 05/26	w/o 06/09, 06/16, 06/23, 06/30	w/o 07/07, 07/14, 07/21, 07/28	w/o 08/04, 08/11, 08/18, 08/25
Clean all stairwells	Weekly				w/o 12/28/20								
Clean podiums	Weekly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Clean and restored vinyl chairs	Quarterly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Dust Shuttle Tunnel AS/A	Weekly												
Clean Smoking Rooms	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Clean Loading Bridges	Monthly	w/o 09/09, 09/23	w/o 10/07, 10/21	w/o 11/11, 11/25	w/o 12/09, 12/23	w/o 01/6, 01/20	w/o 02/10, 02/24	w/o 03/10, 03/24	w/o 04/07, 04/21	w/o 05/12, 05/26	w/o 06/9, 06/23	w/o 07/07, 07/21	w/o 08/11, 08/25
Clean HVAC Lower Vent	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Dust Stanchion	Monthly	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21
Dust air vents	Weekly	w/o 09/04/20	w/o 10/09/20	w/o 11/21/20	w/o 12/04/20	w/o 01/08/21	w/o 02/12/21	w/o 03/12/21	w/o 04/09/21	w/o 05/07/21	w/o 06/04/21	w/o 07/09/21	w/o 08/14/21
Clean all Airside Return Air vents	Weekly	w/o 09/11/20	w/o 10/16/20	w/o 11/20/21	w/o 12/11/20	w/o 01/15/21	w/o 02/12/21	w/o 03/19/21	w/o 04/16/21	w/o 05/14/21	w/o 06/11/21	w/o 07/16/21	w/o 08/20/21
Clean Play Area	Weekly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Laptop Stations	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Stainless Steel Laptop Stations	2 x month	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21

**AIRSIDE E PROJECT SCHEDULE FLOOR WORK**

AIRSIDE E	FLOOR TYPE	TASK	FREQ	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Sep.
Air Canada	VCT	strip & wax	Quarterly			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Delta Ops	VCT	strip & wax	Quarterly			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Delta Ops Offices	Carpet	extraction	Quarterly			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Delta Maint	VCT	strip & wax	Quarterly			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Planning 3rd floor	Carpet	extraction	Quarterly			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Gate 69 Office Ramp	VCT	strip & wax	Quarterly			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21
Gate 66 Office Ramp	VCT	strip & wax	Quarterly	w/o 10/14/20			w/o 01/14/21			w/o 04/14/21			w/o 07/14/21		
Gate 65 Office Ramp	VCT	strip & wax	Quarterly	w/o 10/14/20			w/o 01/14/21			w/o 04/14/21			w/o 07/14/21		
Gate 64 Office Ramp	VCT	strip & wax	Quarterly	w/o 10/14/20			w/o 01/14/21			w/o 04/14/21			w/o 07/14/21		
Gate 62 Office Ramp	VCT	strip & wax	Quarterly	w/o 10/14/20			w/o 01/14/21			w/o 04/14/21			w/o 07/14/21		
Delta (gate 62) Break Room	VCT	strip & wax	Quarterly	w/o 10/14/20					w/o 04/14/21				w/o 07/14/21		
Delta Cabin Services (Eullen)	VCT	strip & wax	Quarterly		w/o 11/21/20			w/o 02/28/21			w/o 05/31/21			w/o 08/31/21	
United	VCT	strip & wax	Quarterly		w/o 11/21/20			w/o 02/28/21			w/o 05/31/21			w/o 08/31/21	
Club Hallway/ramp hallways	VCT	strip & wax	Quarterly		w/o 11/21/20			w/o 02/28/21			w/o 05/31/21			w/o 08/31/21	
TSA A/S E	VCT	strip & wax	Quarterly		w/o 11/21/20			w/o 02/28/21			w/o 05/31/21			w/o 08/31/21	
terrazzo floor	Ceramic	deep scrub	Quarterly		w/o 11/21/20			w/o 02/28/21			w/o 05/31/21			w/o 08/31/21	
TSA A/S E	Carpet	extraction	Quarterly		w/o 11/21/20			w/o 02/08, 02/22			w/o 05/31/21			w/o 08/31/21	
Elevators	Carpet	extraction	Quarterly		w/o 11/21/20			w/o 02/28/21			w/o 05/31/21			w/o 08/31/21	
e-sort	tile	deep scrub	Monthly	w/o 10/28/20	w/o 11/21/20	w/o 12/30/20	w/o 01/27/21	w/o 02/28/21	w/o 03/31/21	w/o 04/28/21	w/o 05/31/21	w/o 06/30/21	w/o 07/28/21	w/o 08/31/21	w/o 09/29/21
Jet ways	Carpet	extraction	2x Month	w/o 10/14, 10/28	w/o 11/11, 11/25	w/o 12/09, 12/23	w/o 01/13-01/27	w/o 02/10, 02/24	w/o 03/17-03/31	w/o 04/14, 04/28	w/o may 12-26	w/o 06/16-06/30	w/o 07/07-07/21	w/o 08/11-08/25	w/o 09/08/21
extraction gate hold rooms	Carpet	extraction	2x Month	w/o 10/14, 10/28	w/o 11/11, 11/25	w/o 12/09, 12/23	w/o 01/13-01/27	w/o 02/10, 02/24	w/o 03/17-03/31	w/o 04/14, 04/28	w/o may 12-26	w/o 06/16-06/30	w/o 07/07-07/21	w/o 08/11-08/25	w/o 09/08/21
machine scrub restrooms ramp	VCT	strip & wax	Quarterly	w/o 10/29/20			w/o 01/31/21			w/o 04/30/21			w/o 07/31/21		
restrooms(Kaivac)	TILE	deep scrub	Quarterly		w/o 11/26/20			w/o 02/28/21			w/o 05/31/21			w/o 08/31/21	

**AIRSIDE E PROJECT SCHEDULE CYCLE**

PROJECT DESCRIPTION	FREQUENCY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	Sep.
Board room carpet									w/o 04/15/21					
Clean elevator carpet	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Wash interior glazed bricks and glass ceramic panel walls	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21	week of sep 21
Clean interior graphics	Quarterly				w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			
Wash Painted walls	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
clean interior carpeted walls	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21	week of sep 21
strip and oil other stainless steel	Quarterly				w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			
Clean Trash units	Quarterly		w/o 10/07/20	w/o 11/01/20		w/o 01/07/21			w/o 04/07/21			w/o 07/07/21		
Clean kitchen areas	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21	
TSA Checkpoint Benches	Quarterly	w/o 09/28/20			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			week of sep 21
Clean elevators interior	Weekly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	
Clean elevator carpet	Quarterly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	week of sep 28
Deep clean ( G-1 ) R/Rs	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	week of 7
Dust HVAC diffusers.	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	week of 7
Dust air vents	Weekly	w/o 09/21/20	w/o 10/7, 10/14,	w/o 11/4, 11/11,	w/o 12/9, 12/16,	w/o 01/07, 01/21,	w/o 02/3, 02/10,	w/o 3/10, 3/17,	w/o 04/07, 04/14,	w/o 05/05, 05/12,	w/o 06/09, 06/16,	w/o 07/07, 07/14,	w/o 08/04, 08/11,	
Clean all Airside Return Air vents	Weekly													
Carpet extraction	2x Month	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	week of 8-22
Clean all stairwells	Weekly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	
Clean podiums	Weekly													
Clean and restore vinyl chairs	Quarterly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	
Dust Shuttle Tunnel AS/A	Weekly	w/o 09/09, 09/23	w/o 10/07, 10/21	w/o 11/11, 11/25	w/o 12/09, 12/23	w/o 01/6, 01/20	w/o 02/10, 02/24	w/o 03/10, 03/24	w/o 04/07, 04/21	w/o 05/12, 05/26	w/o 06/9, 06/23	w/o 07/07, 07/21	w/o 08/11, 08/25	
Clean Smoking Rooms	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	week of 14
Clean Loading Bridges	Monthly	w/o 09/21/20	w/o 10/21/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/21/21		w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	week of 14
Clean HVAC Lower Vent	Monthly	w/o 09/04/20	w/o 10/09/20	w/o 11/21/20	w/o 12/04/20	w/o 01/08/21	w/o 02/12/21	w/o 03/12/21	w/o 04/09/21	w/o 05/07/21	w/o 06/04/21	w/o 07/09/21	w/o 08/14/21	week of 21
Dust Stanchion	Monthly	w/o 09/11/20	w/o 10/16/20	w/o 21	w/o 12/11/20	w/o 01/15/21	w/o 02/12/21	w/o 03/19/21	w/o 04/16/21	w/o 05/14/21	w/o 06/11/21	w/o 07/16/21	w/o 08/20/21	week of 21
Dust air vents	Weekly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	week of 3-10-17-24
Clean all Airside Return Air vents	Weekly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	week of 3-10-17-24
Clean Play Area	Weekly	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	week of 3-10-17-24
Laptop Stations	Monthly	w/o 09/28/20	w/o 10/28/20	w/o 11/28/20	w/o 12/28/20	w/o 01/28/21	week of 28	week of 28	week of 28	week of 28	week of 28	week of 28	week of 28	week of 28
Stainless Steel Laptop Stations	2X Month	w/o 09/09, 09/23	w/o 10/07, 10/21	w/o 11/04, 11/18	week of 9-23	w/o 01/3, 01/20	w/o 02/10, 02/24	w/o 03/10, 03/24	w/o 04/07, 04/21	w/o 05/12, 05/26	w/o 06/9, 06/23	w/o 07/14, 07/28	w/o 08/11, 08/25	week of 8-22

E. CLEANING SCHEDULE

**AIRSIDE F FLOOR WORK SCHEDULE**

AIRSIDE F	FLOOR TYPE	TASK	FREQ	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
CSMO under gate 82	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/31/21		w/o 03/31/21		w/o 05/20/21		w/o 07/31/21	
A.A under gate 82	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/31/21		w/o 03/31/21		w/o 05/20/21		w/o 07/31/21	
Old Triangle Break room	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/31/21		w/o 03/31/21		w/o 05/20/21		w/o 07/31/21	
A.A under gate 90	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/31/21		w/o 03/31/21		w/o 05/20/21		w/o 07/31/21	
American Ops under gate 79	VCT	strip & wax	Quarterly	w/o 10/28/20			w/o 01/31/21		w/o 03/31/21		w/o 05/20/21		w/o 07/31/21	
American Maint® under gate 79	VCT	strip & wax	Quarterly		w/o 11/29/20		w/o 01/31/21		w/o 03/31/21		w/o 05/20/21		w/o 07/31/21	
Flagship Break Room	VCT	strip & wax	Quarterly		w/o 11/29/20			w/o 02/28/21		w/o 04/30/21		w/o 06/30/21		w/o 08/21/21
FIS Break room	VCT	strip & wax	Quarterly		w/o 11/29/20			w/o 02/28/21		w/o 04/30/21		w/o 06/30/21		w/o 08/21/21
FIS carpet	carpet	extraction	Quarterly		w/o 11/29/20	w/o 12/29/20		w/o 02/28/21		w/o 04/30/21		w/o 06/30/21		w/o 08/21/21
Admiral club terrazzo	terrazzo	restoration	Quarterly		w/o 11/29/20	w/o 12/29/20		w/o 02/28/21		w/o 04/30/21		w/o 06/30/21		w/o 08/21/21
ceramic tile														
Admiral club carpet	carpet	extraction	Monthly			w/o 12/29/20		w/o 02/28/21		w/o 04/30/21		w/o 06/30/21		w/o 08/21/21
TSA A/SF	carpet	extraction	Quarterly			w/o 12/29/20		w/o 02/28/21		w/o 04/30/21		w/o 06/30/21		w/o 08/21/21
terrazzo 3M restoration	Terrazzo	restoration	Annually			w/o 12/29/20								
Elevators	carpet	extraction	Quarterly			w/o 12/29/20			w/o 03/31/21			w/o 06/30/21		
f-sort	tile	deep scrub	monthly	w/o 10/29/20	w/o 11/26/20	w/o 12/29/20	w/o 01/31/21	w/o 02/28/21	w/o 03/31/21	w/o 04/30/21	w/o 05/31/21	w/o 06/30/21	w/o 07/31/21	w/o 08/31/21
Jet ways	carpet	extraction	2xm	w/o 10/15, 10/29	w/o 11/09, 11/23	w/o 12/07, 12/21	w/o 01/10-01/24	w/o 02/08, 02/22	w/o 03/09, 03/23	w/o 04/12, 04/26	w/o 05/11, 05/25	w/o 06/07, 06/21	w/o 07/12, 07/26	w/o 08/17, 08/31
extraction gate hold rooms	carpet	extraction	2xm	w/o 10/15, 10/29	w/o 11/09, 11/23	w/o 12/07, 12/21	w/o 01/10-01/24	w/o 02/08, 02/22	w/o 03/09, 03/23	w/o 04/12, 04/26	w/o 05/11, 05/25	w/o 06/07, 06/21	w/o 07/12, 07/26	w/o 08/17, 08/31
machine scrub restrooms ramp	VCT	strip & wax	2xm	w/o 10/28/20	w/o 11/09, 11/23	w/o 12/30/20	w/o 01/27/21	w/o 02/08, 02/22	w/o 03/31/21	w/o 04/28/21	w/o 05/11, 05/25	w/o 06/30/21	w/o 07/28/21	w/o 08/17, 08/31
restrooms(Kaivac)	Tile	deep scrub	2xm	w/o 10/14, 10/28	w/o 11/09, 11/23	w/o 12/09, 12/23	w/o 01/10-01/24	w/o 02/10, 02/24	w/o 03/09, 03/23	w/o 04/14, 04/28	w/o 05/11, 05/25	w/o 06/07, 06/21	w/o 07/12, 07/26	w/o 08/17, 08/31

**AIRSIDE F PROJECT SCHEDULE**

PROJECT DESCRIPTION	FREQUENCY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Clean elevator carpet	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21	
Wash interior glazed bricks and glass ceramic panel walls	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21
Board room carpet									w/o 04/15/21				
Wash Painted walls	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21	
clean interior carpeted walls	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21
strip and oil other stainless steel	Quarterly				w/o 12/21/20			w/o 03/21/21			w/o 06/21/21		
Wash interior stainless steel planters	Annually								w/o 04/07/21				
Clean Trash units	Quarterly		w/o 10/07/20			w/o 01/07/21			w/o 04/07/21			w/o 07/07/21	
Clean kitchen areas	Quarterly			w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21
Clean elevators interior	4x month			w/o 11/01/20									
Clean elevator carpet	Quarterly	w/o 09/07/20			w/o 12/28/20			w/o 03/28/21			w/o 06/28/21		
Deep clean ( G-1 ) R/Rs	Monthly	w/o 09/28/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Dust HVAC diffusers.	Monthly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Dust air vents	Weekly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Clean all Airside Return Air vents	Weekly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Carpet extraction	2x month	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Clean all stairwells	Weekly	w/o 09/21/20	w/o 10/7, 10/14, 10/21, 10/28	w/o 11/4, 11/11, 11/18, 11/25	w/o 12/9, 12/16, 12/23, 12/30	w/o 01/07, 01/21, 01/28	w/o 02/3, 02/10, 02/17, 02/24	w/o 3/10, 3/17, 3/24	w/o 04/07, 04/14, 04/21, 04/28	w/o 05/05, 05/12, 05/19, 05/26	w/o 06/09, 06/16, 06/23, 06/30	w/o 07/07, 07/14, 07/21, 07/28	w/o 08/04, 08/11, 08/18, 08/25
Clean podiums	Weekly				w/o 12/28/20								
Clean and restored vinyl chairs	Quarterly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Dust Shuttle Tunnel AS/f and walls	Weekly	w/o 09/07/20	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21
Clean Smoking Rooms	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Clean Loading Bridges	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Clean HVAC Lower Vent	Monthly	w/o 09/09, 09/23	w/o 10/07, 10/21	w/o 11/11, 11/25	w/o 12/09, 12/23	w/o 01/6, 01/20	w/o 02/10, 02/24	w/o 03/10, 03/24	w/o 04/07, 04/21	w/o 05/12, 05/26	w/o 06/9, 06/23	w/o 07/07, 07/21	w/o 08/11, 08/25
Dust Stanchion	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Dust air vents	Weekly	w/o 09/21/20	w/o 10/21/20					w/o 03/21/21	w/o 04/30/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21
Clean all Airside Return Air vents	Weekly	w/o 09/04/20	w/o 10/09/20	w/o 11/21/20	w/o 12/04/20	w/o 01/08/21	w/o 02/12/21	w/o 03/12/21	w/o 04/09/21	w/o 05/07/21	w/o 06/04/21	w/o 07/09/21	w/o 08/14/21
Clean Play Area	Weekly	w/o 09/11/20	w/o 10/16/20		w/o 12/11/20	w/o 01/15/21	w/o 02/12/21	w/o 03/19/21	w/o 04/16/21	w/o 05/14/21	w/o 06/11/21	w/o 07/16/21	w/o 08/20/21
Laptop Stations	Monthly	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21
Stainless Steel Laptop Stations	2X Month	w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21

E. CLEANING SCHEDULE

CARPET CLEANING BY CORES (A/B/C/D)	FLOOR TYPE	TASK	FREQUENCY	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A-core elevator landings	Carpet	extraction	Every 2 months	w/o 10/08/20		w/o 12/10/20		w/o 02/04/21		w/o 04/08/21		w/o 06/10/21		w/o 08/05/21	
A-core 3rd level	Carpet	extraction	Every 2 months	w/o 10/08/20		w/o 12/10/20		w/o 02/04/21		w/o 04/08/21		w/o 06/10/21		w/o 08/05/21	
A-core 1st level	Carpet	extraction	Every 2 months	w/o 10/08/20		w/o 12/10/20		w/o 02/04/21		w/o 04/08/21		w/o 06/10/21		w/o 08/05/21	
A-core entrances	Carpet	extraction	Every 2 months	w/o 10/08/20		w/o 12/10/20		w/o 02/04/21		w/o 04/08/21		w/o 06/10/21		w/o 08/05/21	
B-core elevator landings	Carpet	extraction	Every 2 months	w/o 10/15/20		w/o 12/17/20		w/o 02/11/21		w/o 04/15/21		w/o 06/17/21		w/o 08/12/21	
B-core 3rd level	Carpet	extraction	Every 2 months	w/o 10/15/20		w/o 12/17/20		w/o 02/11/21		w/o 04/15/21		w/o 06/17/21		w/o 08/12/21	
B-core 1st level	Carpet	extraction	Every 2 months	w/o 10/15/20		w/o 12/17/20		w/o 02/11/21		w/o 04/15/21		w/o 06/17/21		w/o 08/12/21	
B-core entrances	Carpet	extraction	Every 2 months	w/o 10/15/20		w/o 12/17/20		w/o 02/11/21		w/o 04/15/21		w/o 06/17/21		w/o 08/12/21	
C-core elevator landings	Carpet	extraction	Every 2 months	w/o 10/22/20		w/o 12/24/20		w/o 02/18/21		w/o 04/22/21		w/o 06/24/21		w/o 08/19/21	
C-core 3rd level	Carpet	extraction	Every 2 months	w/o 10/22/20		w/o 12/24/20		w/o 02/18/21		w/o 04/22/21		w/o 06/24/21		w/o 08/19/21	
C-core 1st level	Carpet	extraction	Every 2 months	w/o 10/22/20		w/o 12/24/20		w/o 02/18/21		w/o 04/22/21		w/o 06/24/21		w/o 08/19/21	
C-core entrances	Carpet	extraction	Every 2 months	w/o 10/22/20		w/o 12/24/20		w/o 02/18/21		w/o 04/22/21		w/o 06/24/21		w/o 08/19/21	
Delta/Edelwiss/Air Canada/Swift Air	Carpet	extraction	Every 2 months	w/o 10/29/20		w/o 12/31/20		w/o 02/25/21		w/o 04/29/21		w/o 06/30/21		w/o 08/26/21	
Southwest	Carpet	extraction	Every 2 months	w/o 10/29/20		w/o 12/31/20		w/o 02/25/21		w/o 04/29/21		w/o 06/30/21		w/o 08/26/21	
Copa/Luftansa/WestJet/Cayman/Charters	Carpet	extraction	Every 2 months	w/o 10/29/20		w/o 12/31/20		w/o 02/25/21		w/o 04/29/21		w/o 06/30/21		w/o 08/26/21	
Sun country/Frontier/Spirit	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
American Armstrong left side	Carpet	extraction	Every 2 months		w/o 11/19/20		w/o 01/21/21		w/o 03/18/21		w/o 05/20/21		w/o 07/22/21		w/o 09/23/21
American Armstrong right side	Carpet	extraction	Every 2 months		w/o 11/19/20		w/o 01/21/21		w/o 03/18/21		w/o 05/20/21		w/o 07/22/21		w/o 09/23/21
JetBlue	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
British/Silver/Alaska	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
United	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
D-core elevator landings	Carpet	extraction	Every 2 months		w/o 11/05/20		w/o 01/07/21		w/o 03/04/21		w/o 05/06/21		w/o 07/08/21		w/o 09/09/21
D-core 3rd level	Carpet	extraction	Every 2 months		w/o 11/05/20		w/o 01/07/21		w/o 03/04/21		w/o 05/06/21		w/o 07/08/21		w/o 09/09/21
D-core 1st level	Carpet	extraction	Every 2 months		w/o 11/05/20		w/o 01/07/21		w/o 03/04/21		w/o 05/06/21		w/o 07/08/21		w/o 09/09/21
D-core entrances	Carpet	extraction	Every 2 months		w/o 11/05/20		w/o 01/07/21		w/o 03/04/21		w/o 05/06/21		w/o 07/08/21		w/o 09/09/21
Blue 1 cab area	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
Red 1 cab area	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
Red 2 cab area	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
Blue 2 cab area	Carpet	extraction	Every 2 months		w/o 11/12/20		w/o 01/14/21		w/o 03/11/21		w/o 05/13/21		w/o 07/15/21		w/o 09/16/21
Red RAC	Carpet	extraction	Every 2 months		w/o 11/19/20		w/o 01/14/21		w/o 03/18/21		w/o 05/20/21		w/o 07/22/21		w/o 09/23/21
Blue RAC	Carpet	extraction	Every 2 months		w/o 11/19/20		w/o 01/21/21		w/o 03/18/21		w/o 05/20/21		w/o 07/22/21		w/o 09/23/21
Terminal walkway RAC return 2nd level	Carpet	extraction	Every 2 months		w/o 11/19/20		w/o 01/21/21		w/o 03/18/21		w/o 05/20/21		w/o 07/22/21		w/o 09/23/21
Gold elevator landing	Carpet	extraction	Every 2 months		w/o 11/26/20		w/o 01/28/21		w/o 03/25/21		w/o 05/27/21		w/o 07/29/21		w/o 09/30/21
Purple elevator landing	Carpet	extraction	Every 2 months		w/o 11/26/20		w/o 01/28/21		w/o 03/25/21		w/o 05/27/21		w/o 07/29/21		w/o 09/30/21
Green elevator landing	Carpet	extraction	Every 2 months		w/o 11/26/20		w/o 01/28/21		w/o 03/25/21		w/o 05/27/21		w/o 07/29/21		w/o 09/30/21
Orange elevator landing	Carpet	extraction	Every 2 months		w/o 11/26/20		w/o 01/28/21		w/o 03/25/21		w/o 05/27/21		w/o 07/29/21		w/o 09/30/21
5th levels (all of them)	Carpet	extraction	Every 2 months		w/o 11/26/20		w/o 01/28/21		w/o 03/25/21		w/o 05/27/21		w/o 07/29/21		w/o 09/30/21
Airside A check point	Carpet	extraction	Every 2 months	w/o 10/23/20		w/o 12/04/20		w/o 02/22/21		w/o 04/31/21		w/o 06/30/21		w/o 08/29/21	
Airside C check point	Carpet	extraction	Every 2 months	w/o 10/23/20		w/o 12/04/20		w/o 02/22/21		w/o 04/31/21		w/o 06/30/21		w/o 08/29/21	
Airside E check point	Carpet	extraction	Every 2 months	w/o 10/23/20		w/o 12/04/20		w/o 02/22/21		w/o 04/31/21		w/o 06/30/21		w/o 08/29/21	
Airside F check point	Carpet	extraction	Every 2 months	w/o 10/23/20		w/o 12/04/20		w/o 02/22/21		w/o 04/31/21		w/o 06/30/21		w/o 08/29/21	



E. CLEANING SCHEDULE

RESTROOM CORES (A/B/C/D)	FLOOR TYPE	TASK	FREQUENCY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
A-core 2nd level	ceramic Tile	deep scrub	Monthly	w/o 09/03/20	w/o 10/08/20	w/o 11/5/20	w/o 12/10/20	w/o 01/07/21	w/o 02/04/21	w/o 03/04/21	w/o 04/08/21	w/o 05/06/21	w/o 06/10/21	w/o 07/08/21	w/o 08/05/21	w/o 09/09/21
A-core 3rd level	ceramic Tile	deep scrub	Monthly	w/o 09/03/20	w/o 10/08/20	w/o 11/5/20	w/o 12/10/20	w/o 01/07/21	w/o 02/04/21	w/o 03/04/21	w/o 04/08/21	w/o 05/06/21	w/o 06/10/21	w/o 07/08/21	w/o 08/05/21	w/o 09/09/21
A-core 1st level	ceramic Tile	deep scrub	Monthly	w/o 09/03/20	w/o 10/08/20	w/o 11/5/20	w/o 12/10/20	w/o 01/07/21	w/o 02/04/21	w/o 03/04/21	w/o 04/08/21	w/o 05/06/21	w/o 06/10/21	w/o 07/08/21	w/o 08/05/21	w/o 09/09/21
B-core 2nd level	ceramic Tile	deep scrub	Monthly	w/o 09/03/20	w/o 10/08/20	w/o 11/5/20	w/o 12/10/20	w/o 01/07/21	w/o 02/04/21	w/o 03/04/21	w/o 04/08/21	w/o 05/06/21	w/o 06/10/21	w/o 07/08/21	w/o 08/05/21	w/o 09/09/21
B-core 3rd level	ceramic Tile	deep scrub	Monthly	w/o 09/03/20	w/o 10/08/20	w/o 11/5/20	w/o 12/10/20	w/o 01/07/21	w/o 02/04/21	w/o 03/04/21	w/o 04/08/21	w/o 05/06/21	w/o 06/10/21	w/o 07/08/21	w/o 08/05/21	w/o 09/09/21
B-core 1st level	ceramic Tile	deep scrub	Monthly	w/o 09/03/20	w/o 10/08/20	w/o 11/5/20	w/o 12/10/20	w/o 01/07/21	w/o 02/04/21	w/o 03/04/21	w/o 04/08/21	w/o 05/06/21	w/o 06/10/21	w/o 07/08/21	w/o 08/05/21	w/o 09/09/21
C-core 2nd level	ceramic Tile	deep scrub	Monthly	w/o 09/10/20	w/o 10/15/20	w/o 11/12/20	w/o 12/17/20	w/o 01/14/21	w/o 02/11/21	w/o 03/11/21	w/o 04/15/21	w/o 05/13/21	w/o 06/17/21	w/o 07/15/21	w/o 08/12/21	w/o 09/16/21
C-core 3rd level	ceramic Tile	deep scrub	Monthly	w/o 09/10/20	w/o 10/15/20	w/o 11/12/20	w/o 12/17/20	w/o 01/14/21	w/o 02/11/21	w/o 03/11/21	w/o 04/15/21	w/o 05/13/21	w/o 06/17/21	w/o 07/15/21	w/o 08/12/21	w/o 09/16/21
C-core 1st level	ceramic Tile	deep scrub	Monthly	w/o 09/10/20	w/o 10/15/20	w/o 11/12/20	w/o 12/17/20	w/o 01/14/21	w/o 02/11/21	w/o 03/11/21	w/o 04/15/21	w/o 05/13/21	w/o 06/17/21	w/o 07/15/21	w/o 08/12/21	w/o 09/16/21
D-core 2nd level	ceramic Tile	deep scrub	Monthly	w/o 09/10/20	w/o 10/15/20	w/o 11/12/20	w/o 12/17/20	w/o 01/14/21	w/o 02/11/21	w/o 03/11/21	w/o 04/15/21	w/o 05/13/21	w/o 06/17/21	w/o 07/15/21	w/o 08/12/21	w/o 09/16/21
D-core 3rd level	ceramic Tile	deep scrub	Monthly	w/o 09/10/20	w/o 10/15/20	w/o 11/12/20	w/o 12/17/20	w/o 01/14/21	w/o 02/11/21	w/o 03/11/21	w/o 04/15/21	w/o 05/13/21	w/o 06/17/21	w/o 07/15/21	w/o 08/12/21	w/o 09/16/21
D-core 1st level	ceramic Tile	deep scrub	Monthly	w/o 09/10/20	w/o 10/15/20	w/o 11/12/20	w/o 12/17/20	w/o 01/14/21	w/o 02/11/21	w/o 03/11/21	w/o 04/15/21	w/o 05/13/21	w/o 06/17/21	w/o 07/15/21	w/o 08/12/21	w/o 09/16/21
Blue 1 cab area	ceramic Tile	deep scrub	Monthly	w/o 09/17/20	w/o 10/22/20	w/o 11/19/20	w/o 12/24/20	w/o 01/21/21	w/o 02/18/21	w/o 03/18/21	w/o 04/22/21	w/o 05/20/21	w/o 06/24/21	w/o 07/22/21	w/o 08/19/21	w/o 09/23/21
Red 1 cab area	ceramic Tile	deep scrub	Monthly	w/o 09/17/20	w/o 10/22/20	w/o 11/19/20	w/o 12/24/20	w/o 01/21/21	w/o 02/18/21	w/o 03/18/21	w/o 04/22/21	w/o 05/20/21	w/o 06/24/21	w/o 07/22/21	w/o 08/19/21	w/o 09/23/21
Red 2 cab area	ceramic Tile	deep scrub	Monthly	w/o 09/17/20	w/o 10/22/20	w/o 11/19/20	w/o 12/24/20	w/o 01/21/21	w/o 02/18/21	w/o 03/18/21	w/o 04/22/21	w/o 05/20/21	w/o 06/24/21	w/o 07/22/21	w/o 08/19/21	w/o 09/23/21
Blue 2 cab area	ceramic Tile	deep scrub	Monthly	w/o 09/17/20	w/o 10/22/20	w/o 11/19/20	w/o 12/24/20	w/o 01/21/21	w/o 02/18/21	w/o 03/18/21	w/o 04/22/21	w/o 05/20/21	w/o 06/24/21	w/o 07/22/21	w/o 08/19/21	w/o 09/23/21
Red RAC	ceramic Tile	deep scrub	Monthly	w/o 09/17/20	w/o 10/22/20	w/o 11/19/20	w/o 12/24/20	w/o 01/21/21	w/o 02/18/21	w/o 03/18/21	w/o 04/22/21	w/o 05/20/21	w/o 06/24/21	w/o 07/22/21	w/o 08/19/21	w/o 09/23/21
Blue RAC	ceramic Tile	deep scrub	Monthly	w/o 09/17/20	w/o 10/22/20	w/o 11/19/20	w/o 12/24/20	w/o 01/21/21	w/o 02/18/21	w/o 03/18/21	w/o 04/22/21	w/o 05/20/21	w/o 06/24/21	w/o 07/22/21	w/o 08/19/21	w/o 09/23/21
A-sort	ceramic tile	deep scrub	Monthly	w/o 09/17/20	w/o 10/22/20	w/o 11/19/20	w/o 12/24/20	w/o 01/21/21	w/o 02/18/21	w/o 03/18/21	w/o 04/22/21	w/o 05/20/21	w/o 06/24/21	w/o 07/22/21	w/o 08/19/21	w/o 09/23/21
Gold station	ceramic tile	deep scrub	Monthly	w/o 09/24/20	w/o 10/29/20	w/o 11/26/20	w/o 12/31/20	w/o 01/28/21	w/o 02/25/21	w/o 03/25/21	w/o 04/29/21	w/o 05/27/21	w/o 06/30/21	w/o 07/29/21	w/o 08/26/21	w/o 09/30/21
Purple station	ceramic tile	deep scrub	Monthly	w/o 09/24/20	w/o 10/29/20	w/o 11/26/20	w/o 12/31/20	w/o 01/28/21	w/o 02/25/21	w/o 03/25/21	w/o 04/29/21	w/o 05/27/21	w/o 06/30/21	w/o 07/29/21	w/o 08/26/21	w/o 09/30/21
Green station	ceramic tile	deep scrub	Monthly	w/o 09/24/20	w/o 10/29/20	w/o 11/26/20	w/o 12/31/20	w/o 01/28/21	w/o 02/25/21	w/o 03/25/21	w/o 04/29/21	w/o 05/27/21	w/o 06/30/21	w/o 07/29/21	w/o 08/26/21	w/o 09/30/21
Orange station	ceramic tile	deep scrub	Monthly	w/o 09/24/20	w/o 10/29/20	w/o 11/26/20	w/o 12/31/20	w/o 01/28/21	w/o 02/25/21	w/o 03/25/21	w/o 04/29/21	w/o 05/27/21	w/o 06/30/21	w/o 07/29/21	w/o 08/26/21	w/o 09/30/21
tug tunnels	ceramic tile	deep scrub	Monthly	w/o 09/24/20	w/o 10/29/20	w/o 11/26/20	w/o 12/31/20	w/o 01/28/21	w/o 02/25/21	w/o 03/25/21	w/o 04/29/21	w/o 05/27/21	w/o 06/30/21	w/o 07/29/21	w/o 08/26/21	w/o 09/30/21
Gold station	terrazzo	deep scrub	Quarterly		w/o 10/31/20			w/o 01/31/21			w/o 04/30/21			w/o 07/31/21		
Gold station		restoration	Annually	TBC This Month												
Purple station	terrazzo	restoration	Annually		TBC This Month											
lv1 Red Side	terrazzo	restoration	Annually			TBC This Month										
lv1 Blue Side	terrazzo	restoration	Annually				TBC This Month									
Green station	ceramic tile	deep scrub	Quarterly		w/o 10/31/20			w/o 01/31/21			w/o 04/30/21			w/o 07/31/21		
Orange station	ceramic tile	deep scrub	Quarterly		w/o 10/31/20			w/o 01/31/21			w/o 04/30/21			w/o 07/31/21		

E. CLEANING SCHEDULE

PRESSURE SPRAYING	FLOOR TYPE	TASK	FREQUENCY	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2nd level red curbside	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
2nd level blue curbside	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Valley parking 2nd level	Concrete	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Lost and found 2nd level	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
1st level blue curbside	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
1st level red curbside	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
1st level blue RAC	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
1st level red RAC	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/07/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Red RAC elevator landings	Pavers	Pre. Washing	Monthly	w/o 10/07/20	w/o 11/07/20	w/o 12/07/20	w/o 01/07/21	w/o 02/07/21	w/o 03/07/21	w/o 04/14/21	w/o 05/07/21	w/o 06/07/21	w/o 07/07/21	w/o 08/07/21	w/o 09/07/21
Red RAC staircases	Pavers	Pre. Washing	Monthly	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
3rd level walkways	Pavers	Pre. Washing	Monthly	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
2nd level walk ways	Pavers	Pre. Washing	Monthly	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
Grey Tile by water fountains blue side	Pavers	Pre. Washing	Monthly	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
surrounding water fountains	Pavers	Pre. Washing	Monthly	w/o 10/14/20	w/o 11/14/20	w/o 12/14/20	w/o 01/14/21	w/o 02/14/21	w/o 03/14/21	w/o 04/14/21	w/o 05/14/21	w/o 06/14/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
L.term W.Brothers staircases	Concrete	Pre. Washing	Quarterly	w/o 10/14/20			w/o 01/14/21		w/o 04/14/21				w/o 07/14/21		
L.term Charles, Lindberg stair cases	Concrete	Pre. Washing	Quarterly		w/o 11/14/20			w/o 02/14/21			w/o 05/14/21			w/o 08/14/21	
L.term T.Janus staircases	Concrete	Pre. Washing	Quarterly			w/o 12/21/20			w/o 03/21/21			w/o 06/21/21			w/o 09/21/21
L.term R.Goddard staircases	Concrete	Pre. Washing	Quarterly	w/o 10/31/20			w/o 01/31/21		w/o 04/30/21				w/o 07/31/21		
Red 1 cab area	Pavers	Pre. Washing	Monthly	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Red 2 cab area	Pavers	Pre. Washing	Monthly	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/31/21	w/o 08/21/21	w/o 09/21/21
Blue 1 cab area	Pavers	Pre. Washing	Monthly	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Blue 2 cab areas	Concrete	Pre. Washing	Monthly	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Airside A smoking areas	metal	Pre. Washing	Monthly	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Airside C smoking areas	concrete	Pre. Washing	Monthly	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/31/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Airside E smoking areas	metal	Pre. Washing	Monthly	w/o 10/31/20	w/o 11/30/20	w/o 12/30/20	w/o 01/31/21	w/o 02/29/21	w/o 03/31/21	w/o 04/30/21	w/o 05/31/21	w/o 06/30/21	w/o 07/31/21	w/o 08/31/21	w/o 09/30/21
Airside F smoking areas	metal	Pre. Washing	Monthly	w/o 10/31/20	w/o 11/30/20	w/o 12/30/20	w/o 01/31/21	w/o 02/29/21	w/o 03/31/21	w/o 04/30/21	w/o 05/31/21	w/o 06/30/21	w/o 07/31/21	w/o 08/31/21	w/o 09/30/21

**APM 1 PROJECT SCHEDULE**

PROJECT DESCRIPTION	FREQUENCY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
Clean elevators interior	Quarterly	w/o 09/07/20			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21	
Clean walls	Quarterly	w/o 09/07/20			w/o 12/07/20			w/o 03/07/21			w/o 06/07/21			w/o 09/07/21	
Clean shuttle door tracks	Monthly	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	
Level 4 tiled floor areas	Quarterly	Deep Scrub	w/o 09/01/20		w/o 12/01/20			w/o 03/01/21			w/o 06/01/21				
Level 3 tiled floor areas	Quarterly	Deep Scrub		w/o 10/01/20			w/o 01/01/21		w/o 04/01/21			w/o 07/01/21			
Level 2 tiled floor areas	Quarterly	Deep Scrub			w/o 11/01/20			w/o 02/01/21		w/o 05/01/21			w/o 08/01/21		
Clean & treat vinyl chairs	Quarterly		w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		w/o 09/07/21	
Clean interior graphics	2x Annually				w/o 11/14/20					w/o 05/14/21					
Clean all stairwells	Monthly		w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/21/20	w/o 01/14/21	w/o 02/14/21	w/o 03/21/21	w/o 04/14/21	w/o 05/14/21	w/o 06/21/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21

**APM 2 PROJECT SCHEDULE**

Clean elevators interior	Quarterly		w/o 09/01/20					w/o 03/01/21			w/o 06/01/21			w/o 09/01/21	
Clean walls	Quarterly		w/o 09/07/20					w/o 03/07/21			w/o 06/07/21			w/o 09/07/21	
Clean shuttle door tracks	Monthly		2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	
Level 4 tiled floor areas	Quarterly	Deep Scrub	w/o 09/01/20			w/o 12/01/20			w/o 03/01/21			w/o 06/01/21			
Level 1 tiled floor areas	Quarterly	Deep Scrub			w/o 11/01/20			w/o 02/01/21		w/o 05/01/21			w/o 08/01/21		
Clean & treat vinyl chairs	Quarterly		w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		w/o 09/07/21	
Clean interior graphics	2x Annually				w/o 11/14/20					w/o 05/14/21					
Clean all stairwells	Monthly		w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/21/20	w/o 01/14/21	w/o 02/14/21	w/o 03/21/21	w/o 04/14/21	w/o 05/14/21	w/o 06/21/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21

**APM 3 PROJECT SCHEDULE**

Clean elevators interior	Quarterly		w/o 09/01/20					w/o 03/01/21			w/o 06/01/21			w/o 09/01/21	
Clean walls	Quarterly		w/o 09/07/20					w/o 03/07/21			w/o 06/07/21			w/o 09/07/21	
Clean shuttle door tracks	Monthly		2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	2nd Wednesday	
Level 4 tiled floor areas	Quarterly	Deep Scrub	w/o 09/01/20			w/o 12/01/20			w/o 03/01/21			w/o 06/01/21			
Level 3 tiled floor areas	Quarterly	Deep Scrub		w/o 10/01/20			w/o 01/01/21			w/o 04/01/21			w/o 07/01/21		
Level 2 tiled floor areas	Quarterly	Deep Scrub			w/o 11/01/20			w/o 02/01/21		w/o 05/01/21			w/o 08/01/21		
Level 1 tiled floor areas	Quarterly	Deep Scrub			w/o 11/01/20			w/o 02/01/21		w/o 05/01/21			w/o 08/01/21		
Clean & treat vinyl chairs	Quarterly		w/o 09/07/20			w/o 12/14/20			w/o 03/14/21			w/o 06/14/21		w/o 09/07/21	
Clean interior graphics	2x Annually				w/o 11/14/20					w/o 05/14/21					
Clean all stairwells	Monthly		w/o 09/14/20	w/o 10/14/20	w/o 11/14/20	w/o 12/21/20	w/o 01/14/21	w/o 02/14/21	w/o 03/21/21	w/o 04/14/21	w/o 05/14/21	w/o 06/21/21	w/o 07/14/21	w/o 08/14/21	w/o 09/14/21
Restrooms level 4	Monthly	Deep scrub	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Restrooms level 3	Monthly	Deep scrub	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Restrooms level 2	Monthly	Deep scrub	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21
Restrooms level 1	Monthly	Deep scrub	w/o 09/21/20	w/o 10/21/20	w/o 11/21/20	w/o 12/21/20	w/o 01/21/21	w/o 02/21/21	w/o 03/21/21	w/o 04/21/21	w/o 05/21/21	w/o 06/21/21	w/o 07/21/21	w/o 08/21/21	w/o 09/21/21



## Exhibit J

### Cleanable Square Footage and Airport Terminal Facilities Drawings

The Cleanable Square Footage is listed in the table below and further depicted in the attached Airport Terminal Facilities drawings. The drawings are intended to show location only. NOTE: the Cleanable Square Footage is not firm. The amounts will vary depending on additions and/or deletions to the Airport Terminal Facilities.

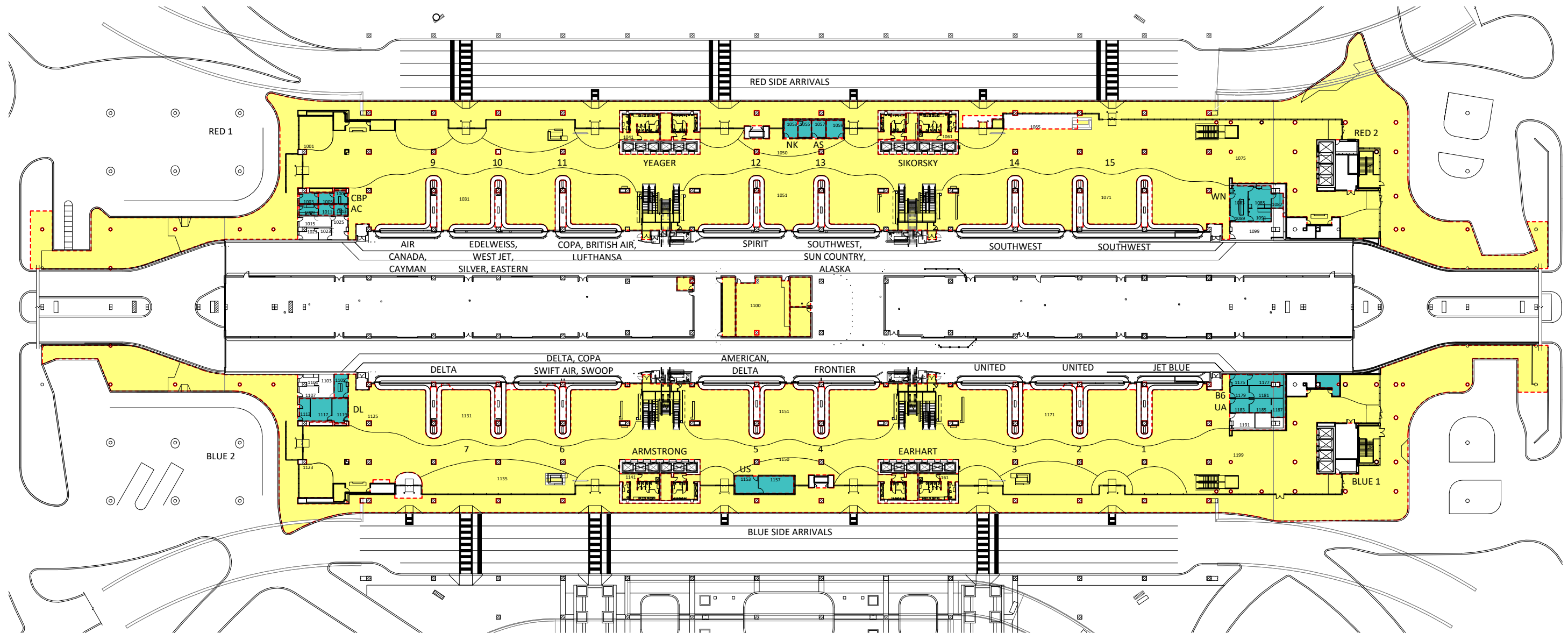
Cost Center	Location	Public Cleanable Square Footage	Non-Public Cleanable Square Footage
211	Main Terminal	465,437	54,104
211	Administrative Offices Building	4,498	69,376
221	Baggage Sort Facility - Airside A	0	2,178
223	Baggage Sort Facility - Airside C	0	455
225	Baggage Sort Facility - Airside E	0	516
226	Baggage Sort Facility - Airside F	0	1,494
251	Airside Terminal A	108,714	41,827
253	Airside Terminal C	142,767	33,047
255	Airside Terminal E	113,708	51,646
256	Airside Terminal F	156,636	35,060
319	Shuttle Cars	6,825	0
415	Economy Parking Garage	36,800	0
433	CONRAC Common	88,626	698
441	Monorail Cars and Maintenance Shop Offices	1,312	0
441	Short Term Parking Garage	38,765	0
441	Long Term Parking Garage	74,426	0
441	Cell Phone Waiting Lot	855	0
441	Consolidated Ground Transportation Facility	2,856	0
461	Sky Connect Station I	40,641	0
462	Sky Connect Station II	14,575	0
463	Sky Connect Station III	17,477	0
511	Central Warehouse	0	6,273
511	Federal Inspection Service Air Cargo	0	2,514
811	Federal Inspection Service General Aviation	2,710	0
921	Airport Support Facility	0	7,428
922	Police Canine Facility	0	2,140

Total Public and Non-Public Cleanable Square Footage:	1,317,628	308,756
---	-----------	---------

<b>Total Cleanable Square Footage:</b>	<b>1,626,384</b>
--	------------------

# BAGGAGE LEVEL

TPA-J-001



■ Non Public Cleanable Areas  
■ Public Cleanable Areas

Custom Area	Area
Non Public Cleanable Areas	5,196 SF
Public Cleanable Areas	170,329 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

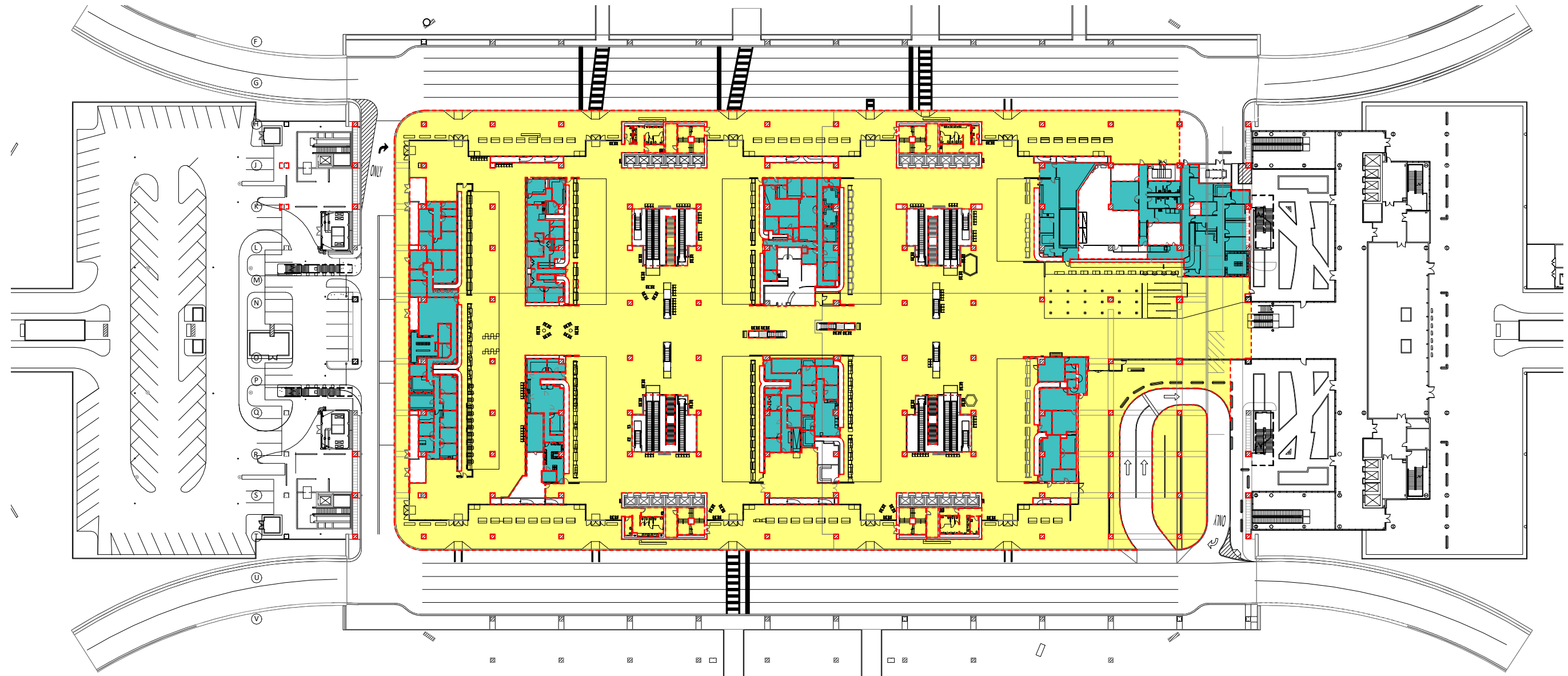
SCALE: 1" = 40'-0"

SHEET UPDATED ON:



# TICKETING LEVEL

TPA-J-002



■ Non Public Cleanable Areas  
■ Public Cleanable Areas

Custom Area	Area
Non Public Cleanable Areas	24,922 SF
Public Cleanable Areas	138,757 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

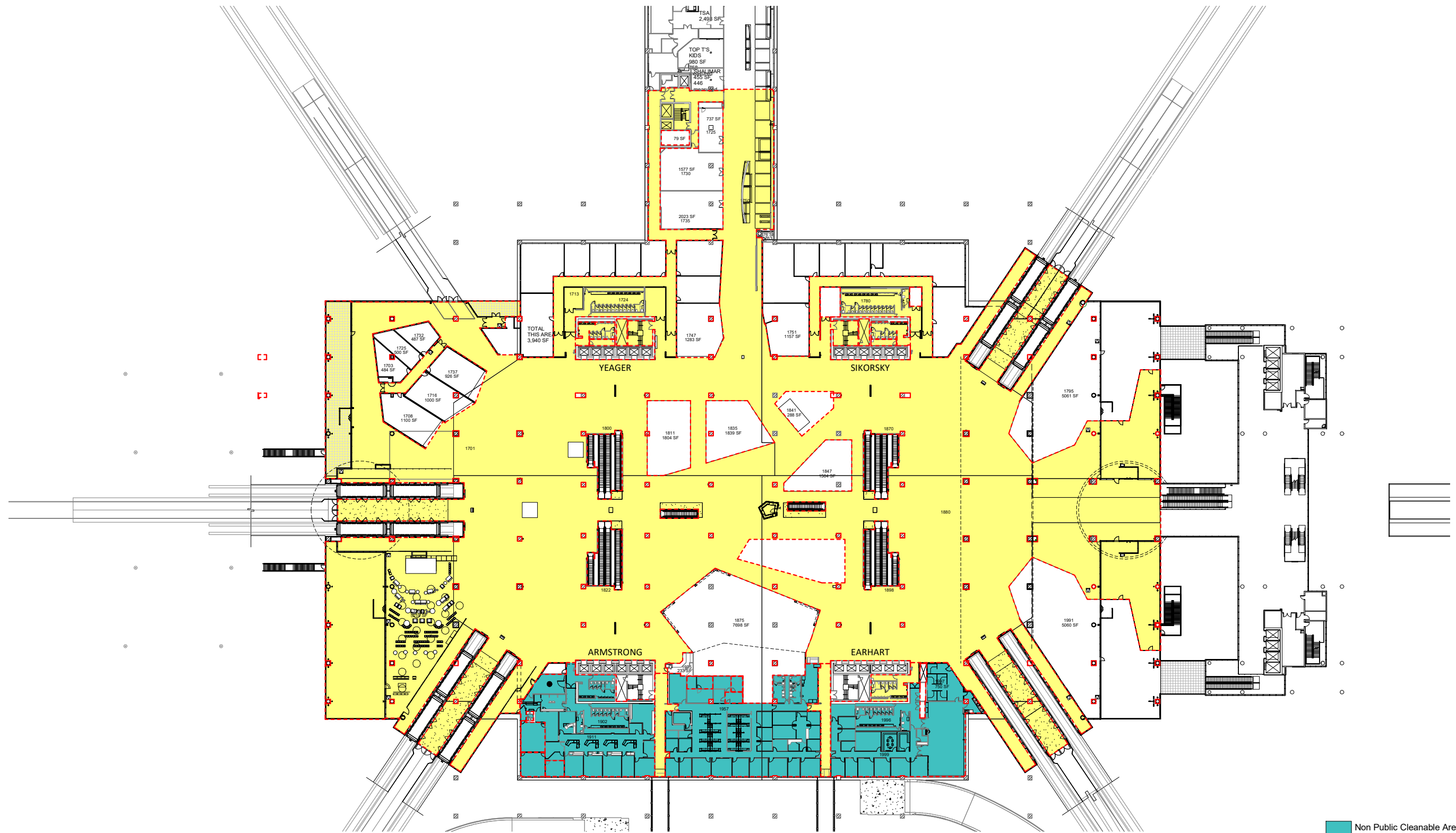
SCALE: 1" = 40'-0"

SHEET UPDATED ON:



# TRANSFER LEVEL

TPA-J-003



■ Non Public Cleanable Areas  
■ Public Cleanable Areas

Custom Area	Area
Non Public Cleanable Areas	23,986 SF
Public Cleanable Areas	156,351 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:



# SHORT TERM PARKING GARAGE - LEVEL 4

TPA-J-004

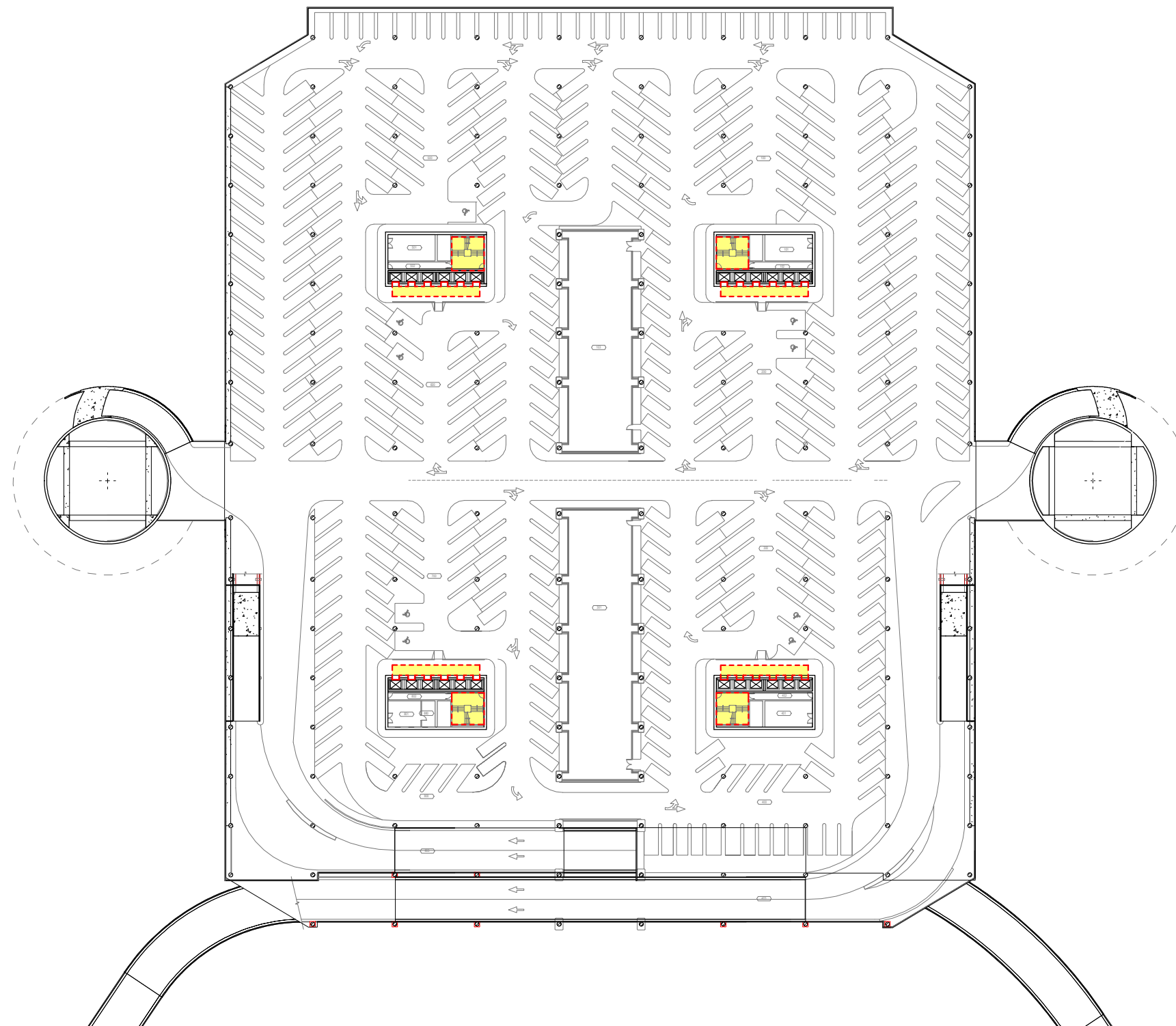



Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:

	Cleanable Areas	
	Custom Area	Area
	Cleanable Areas	3,121 SF





# SHORT TERM PARKING GARAGE - LEVEL 5

TPA-J-005

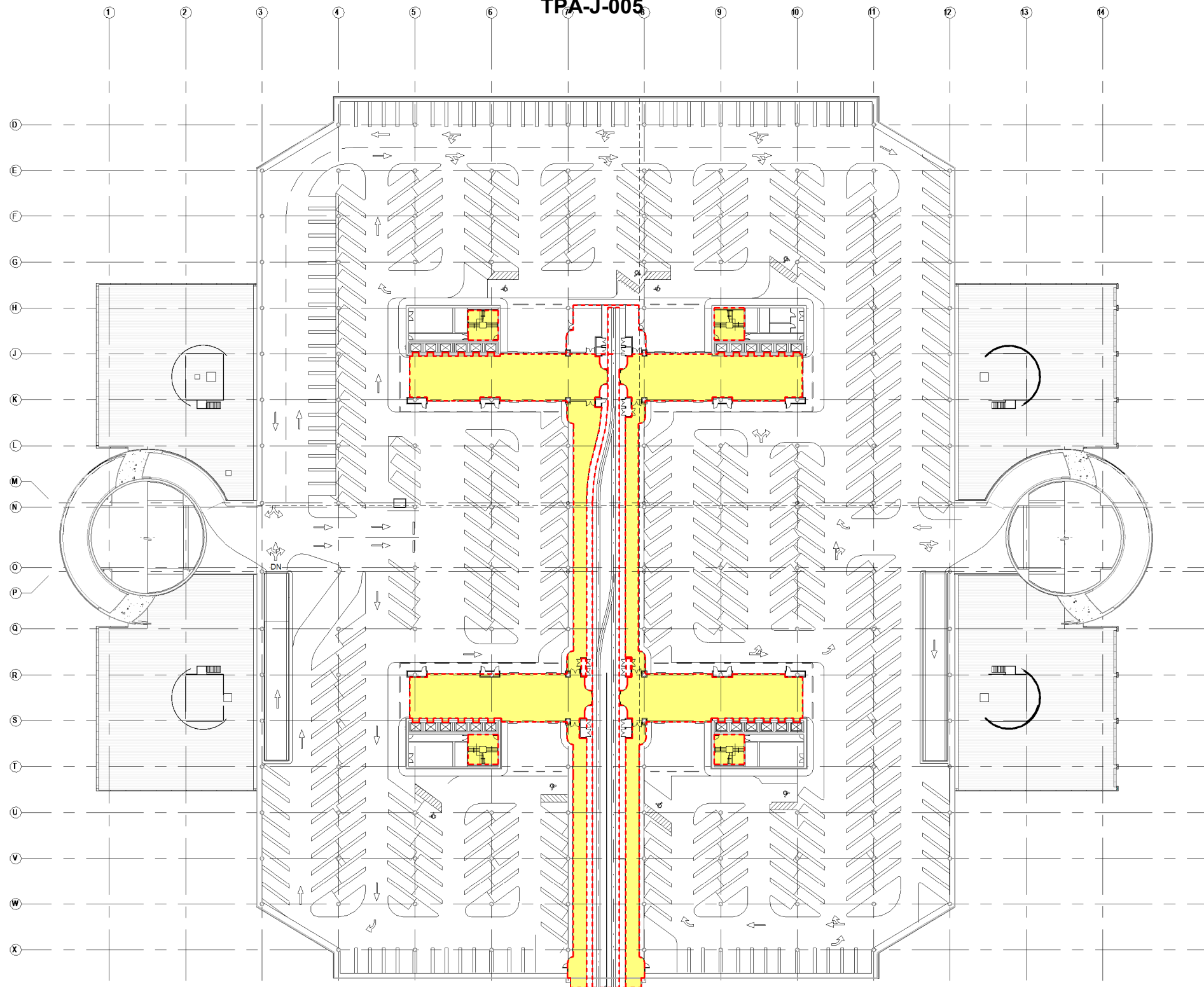


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:

Cleanable Areas	
Custom Area	Area
Cleanable Areas	22,550 SF



# SHORT TERM PARKING GARAGE - LEVEL 6

TPA-J-006

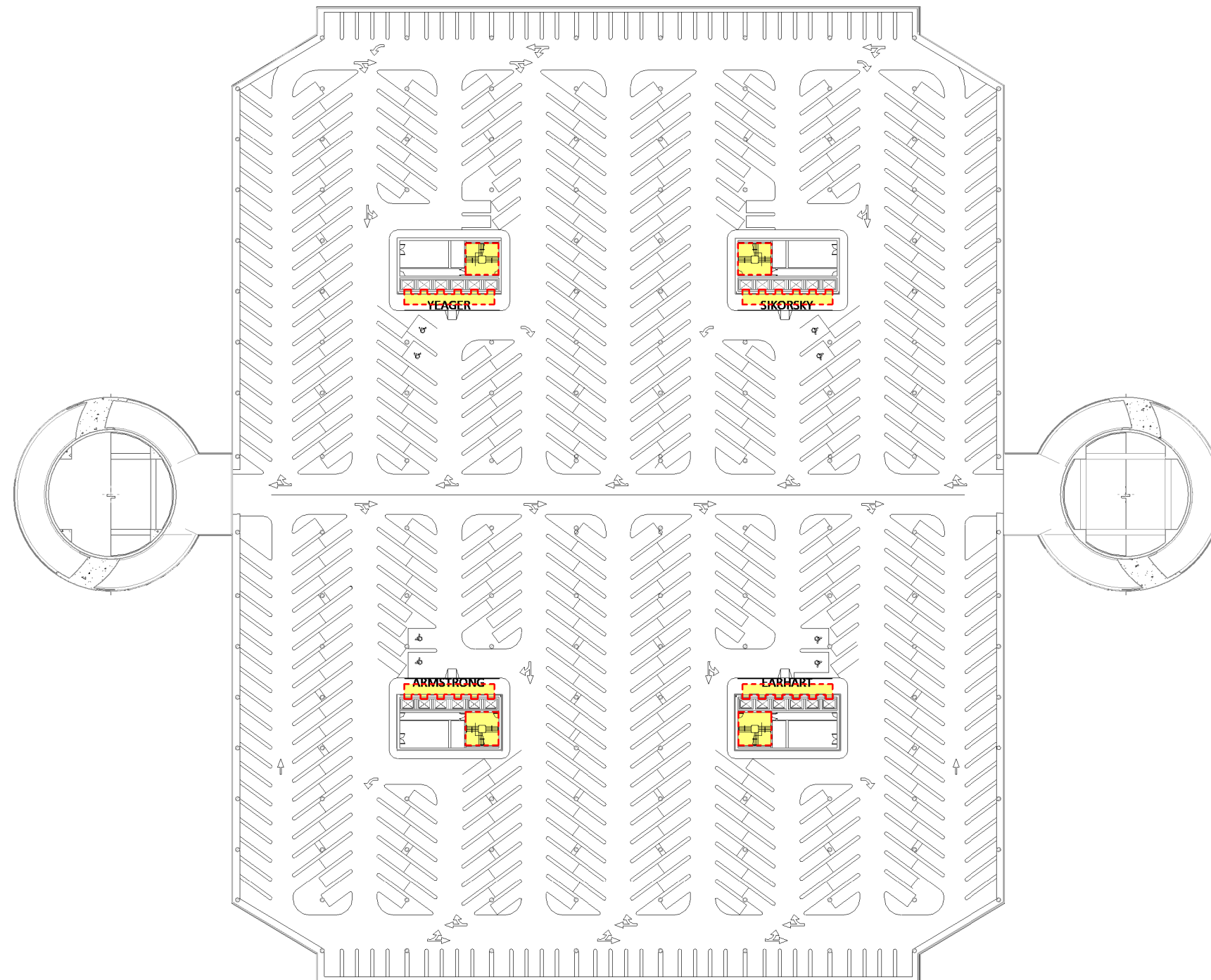


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:

Cleanable Areas	
Custom Area	Area
Cleanable Areas	3,074 SF



# SHORT TERM PARKING GARAGE - LEVEL 7

TPA-J-007

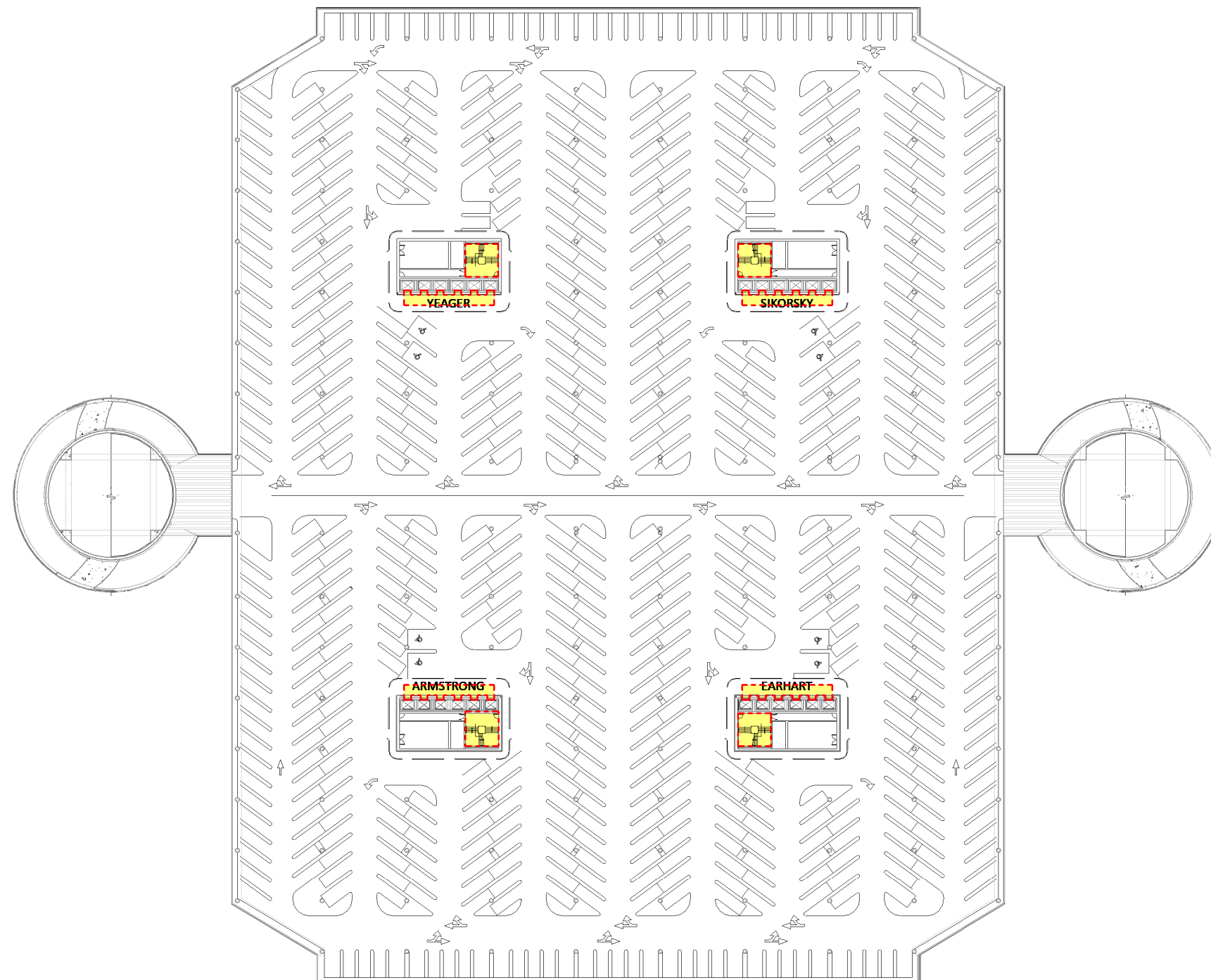



Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:

	Cleanable Areas	
Custom Area	Area	
Cleanable Areas	3,110 SF	





# SHORT TERM PARKING GARAGE - LEVEL 8

TPA-J-008

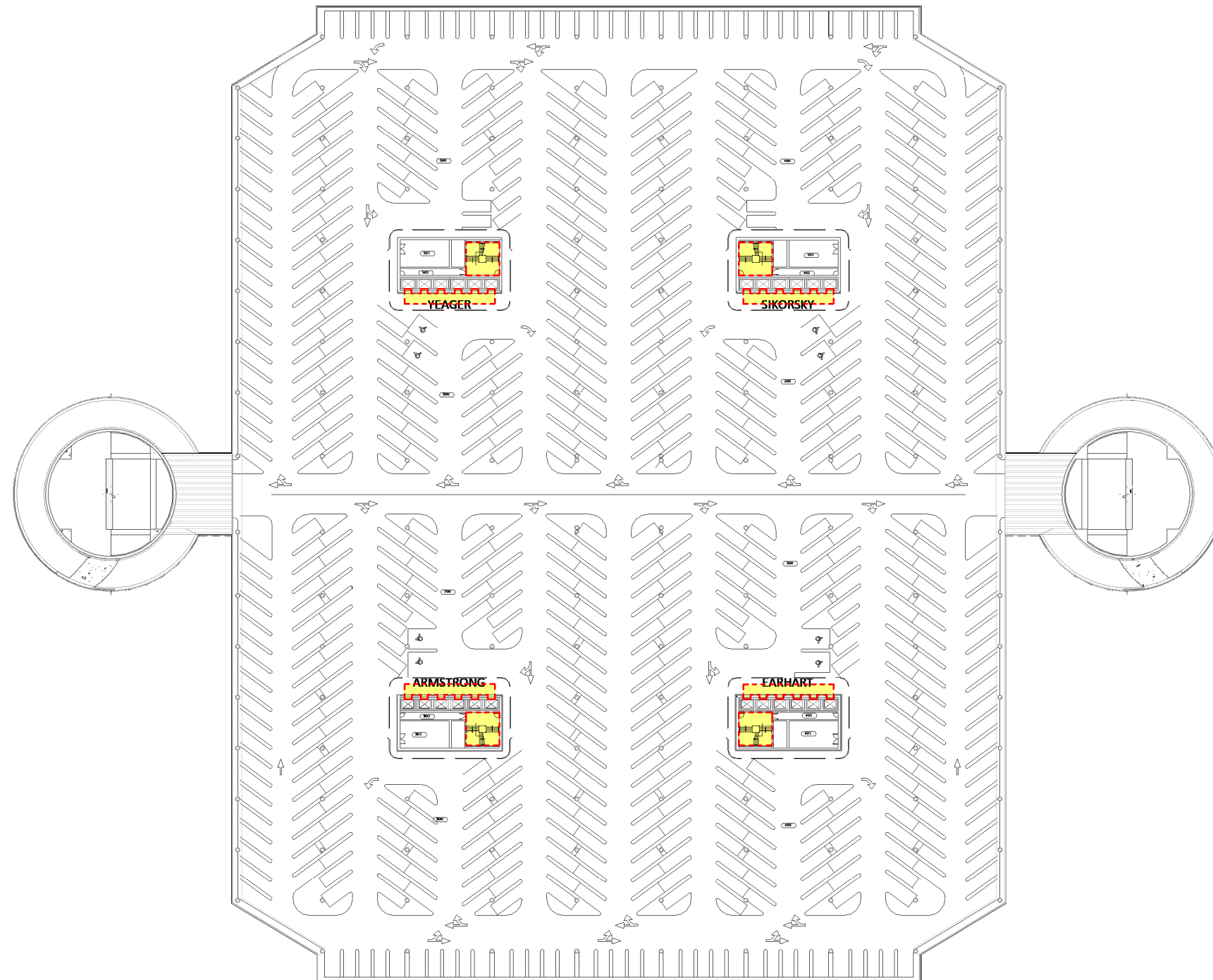





Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:

	Cleanable Areas	
	Custom Area	Area
	Cleanable Areas	3,101 SF



# SHORT TERM PARKING GARAGE - LEVEL 9

TPA-J-009

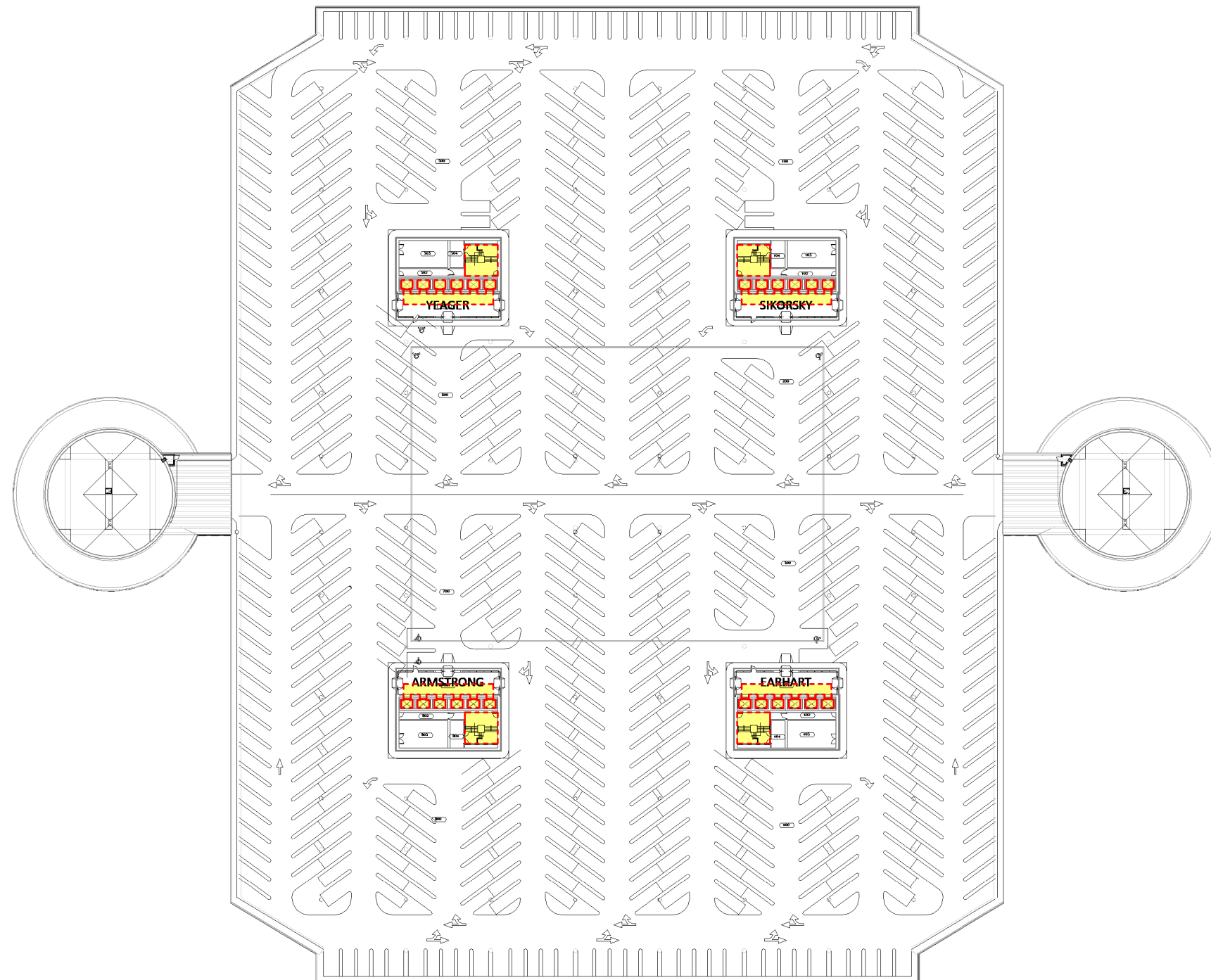


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:

Cleanable Areas	
Custom Area	Area
Cleanable Areas	3,809 SF



# LANDSIDE TERMINAL BUILDING

TPA-J-010

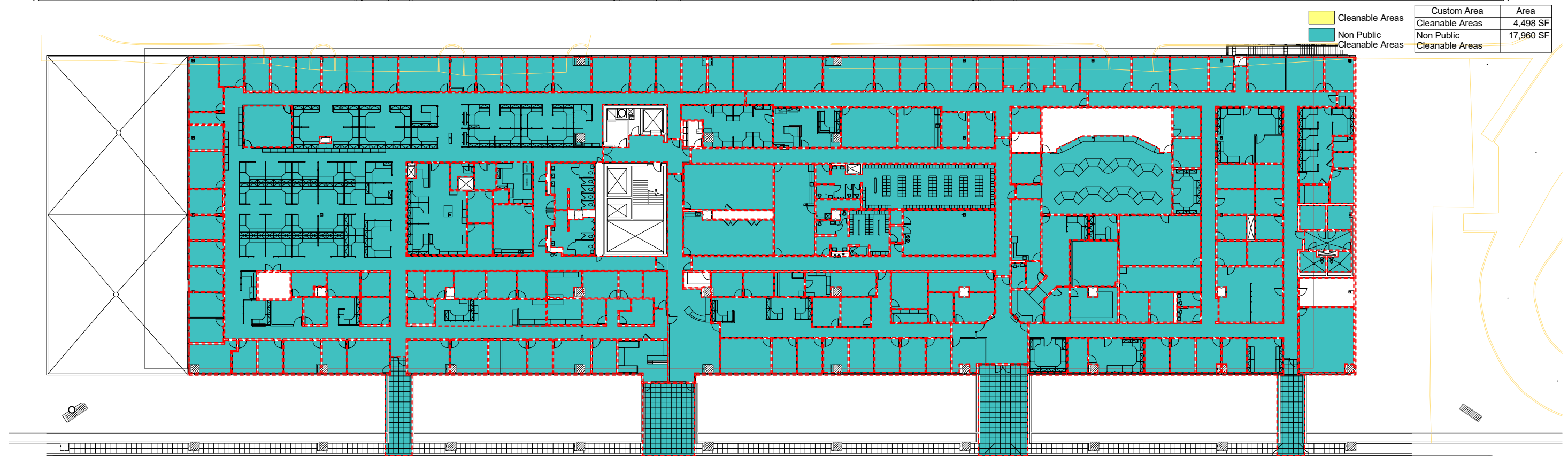
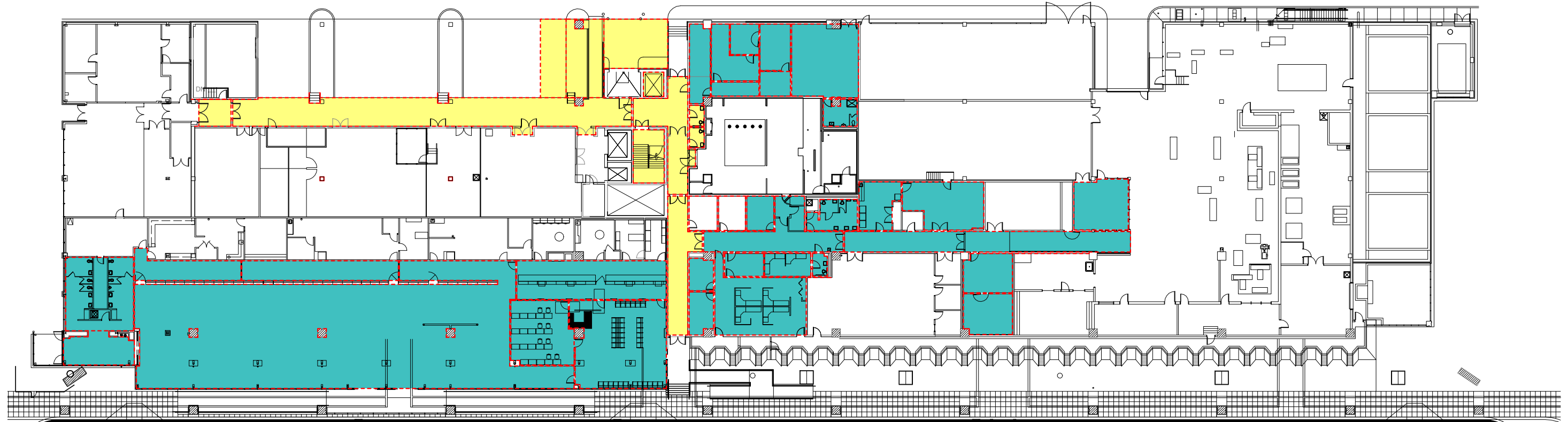
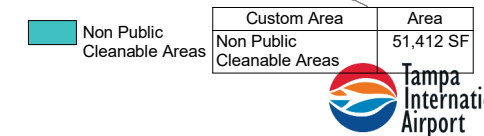


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

# HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 20'-0"

SHEET UPDATED ON:



# LONG TERM PARKING GARAGE - LEVEL 1

TPA-J-018

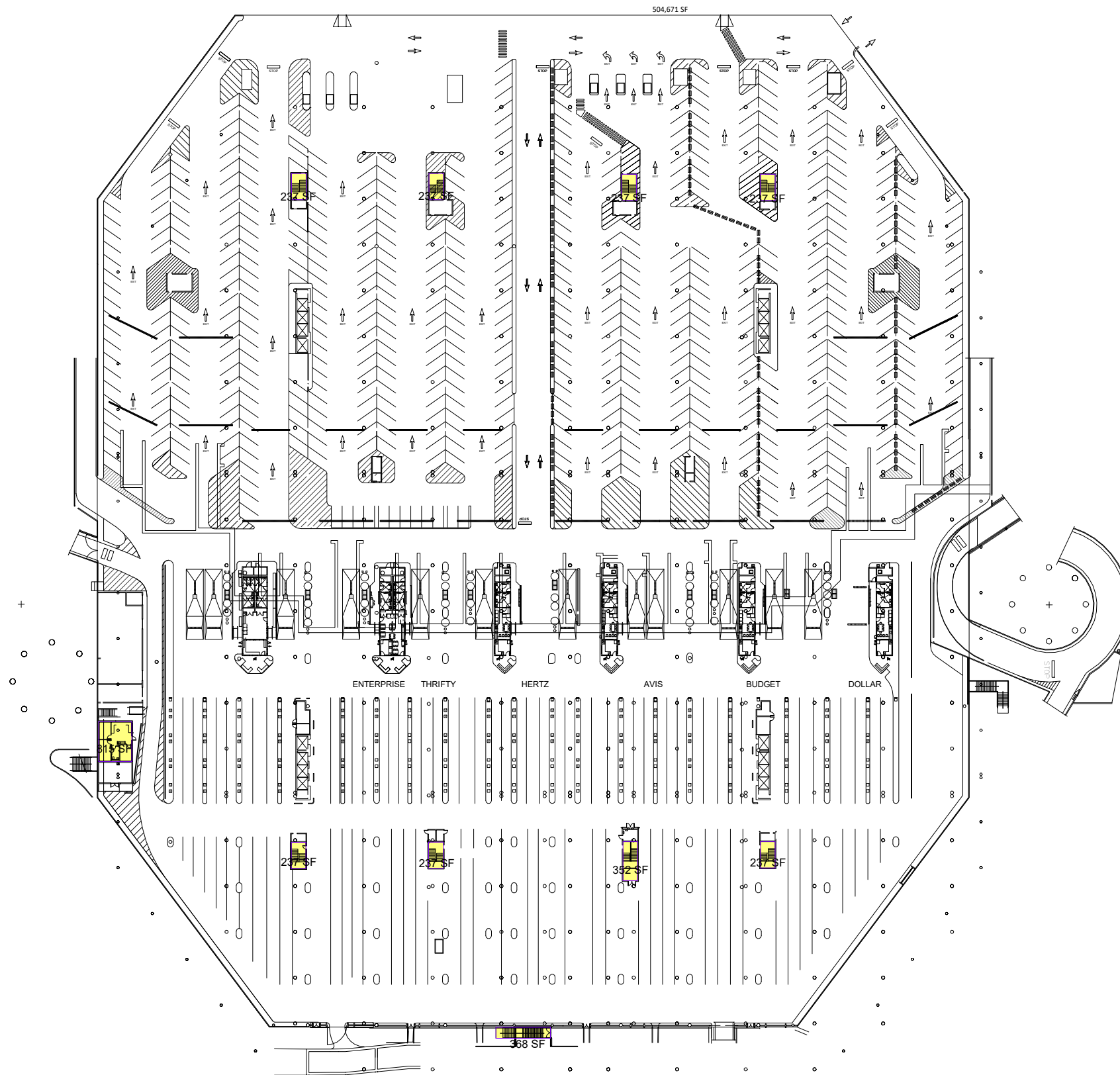


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 50'-0"

SHEET UPDATED ON:

CLEANABLE AREA

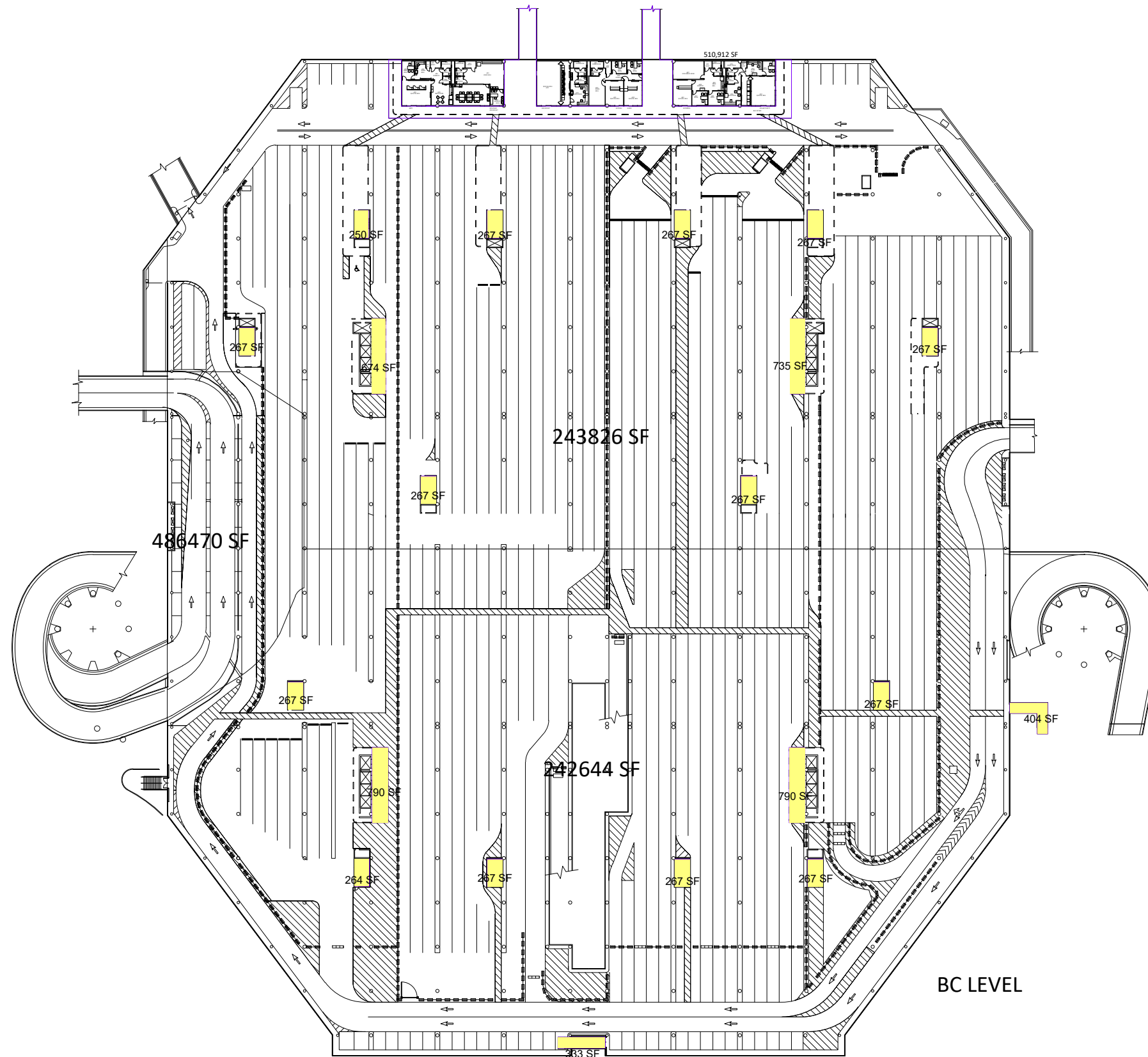
Custom Area	Area
CLEANABLE AREA	3191 SF





# LONG TERM PARKING GARAGE - LEVEL 2

TPA-J-019



BC LEVEL

CLEANABLE AREA

Custom Area	Area
CLEANABLE AREA	7442 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 50'-0"

SHEET UPDATED ON:



# LONG TERM PARKING GARAGE - LEVEL 3

TPA-J-020

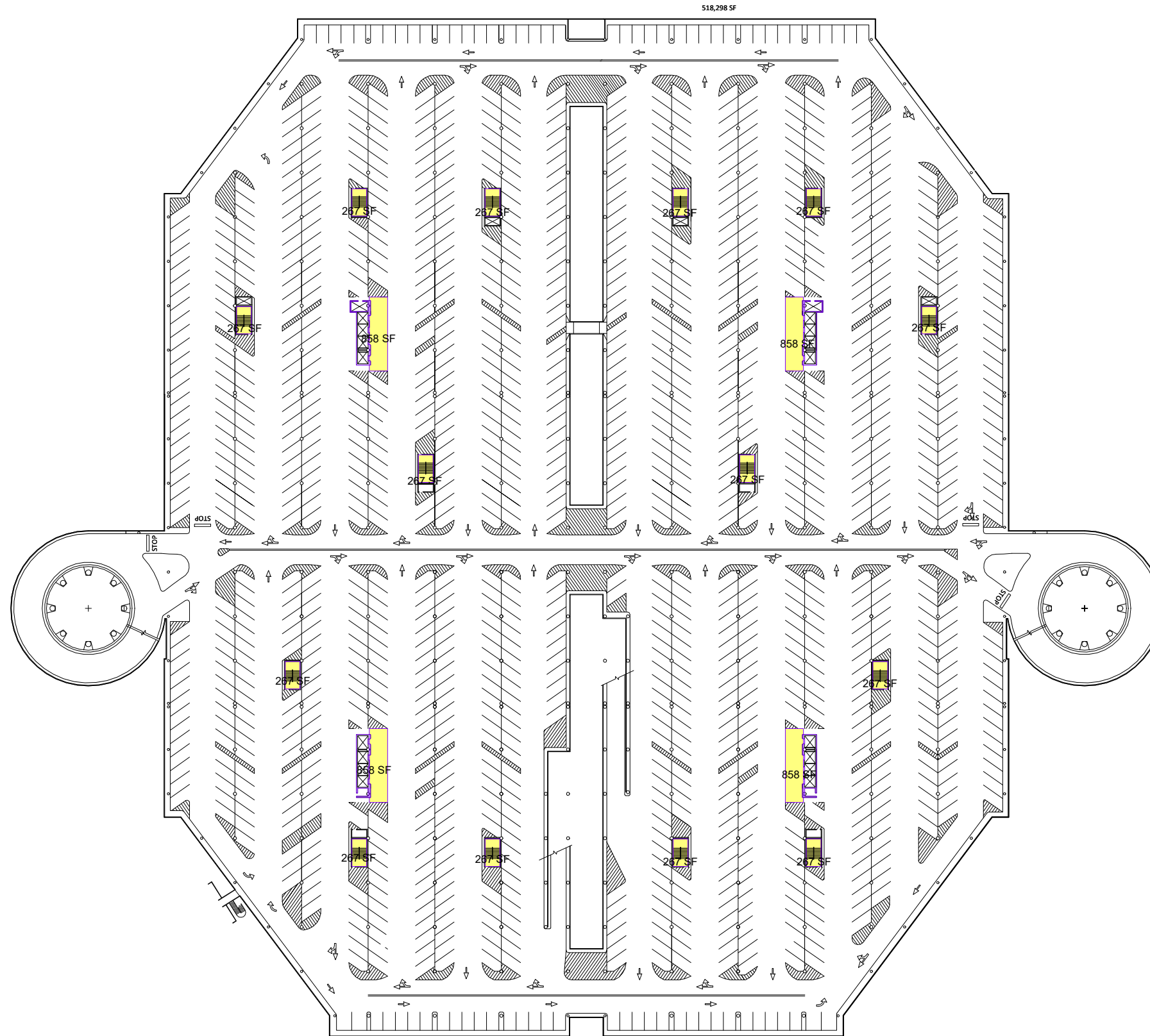


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 50'-0"

SHEET UPDATED ON:

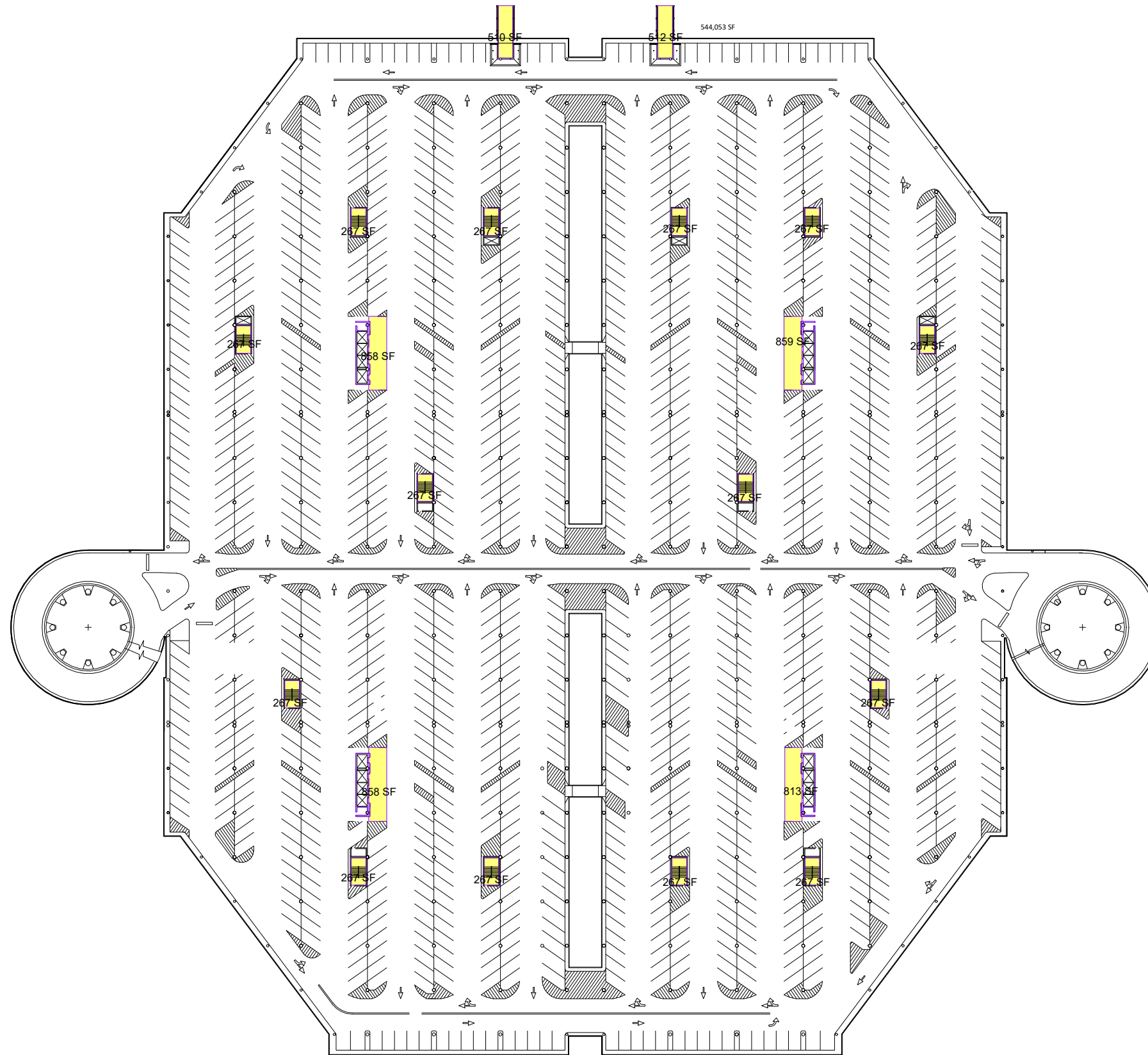
CLEANABLE AREA

Custom Area	Area
CLEANABLE AREA	7167 SF



# LONG TERM PARKING GARAGE - LEVEL 4

TPA-J-021



CLEANABLE AREA	
Custom Area	Area
CLEANABLE AREA	8146 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 50'-0"

SHEET UPDATED ON:









# LONG TERM PARKING GARAGE - LEVEL 7

TPA-J-024

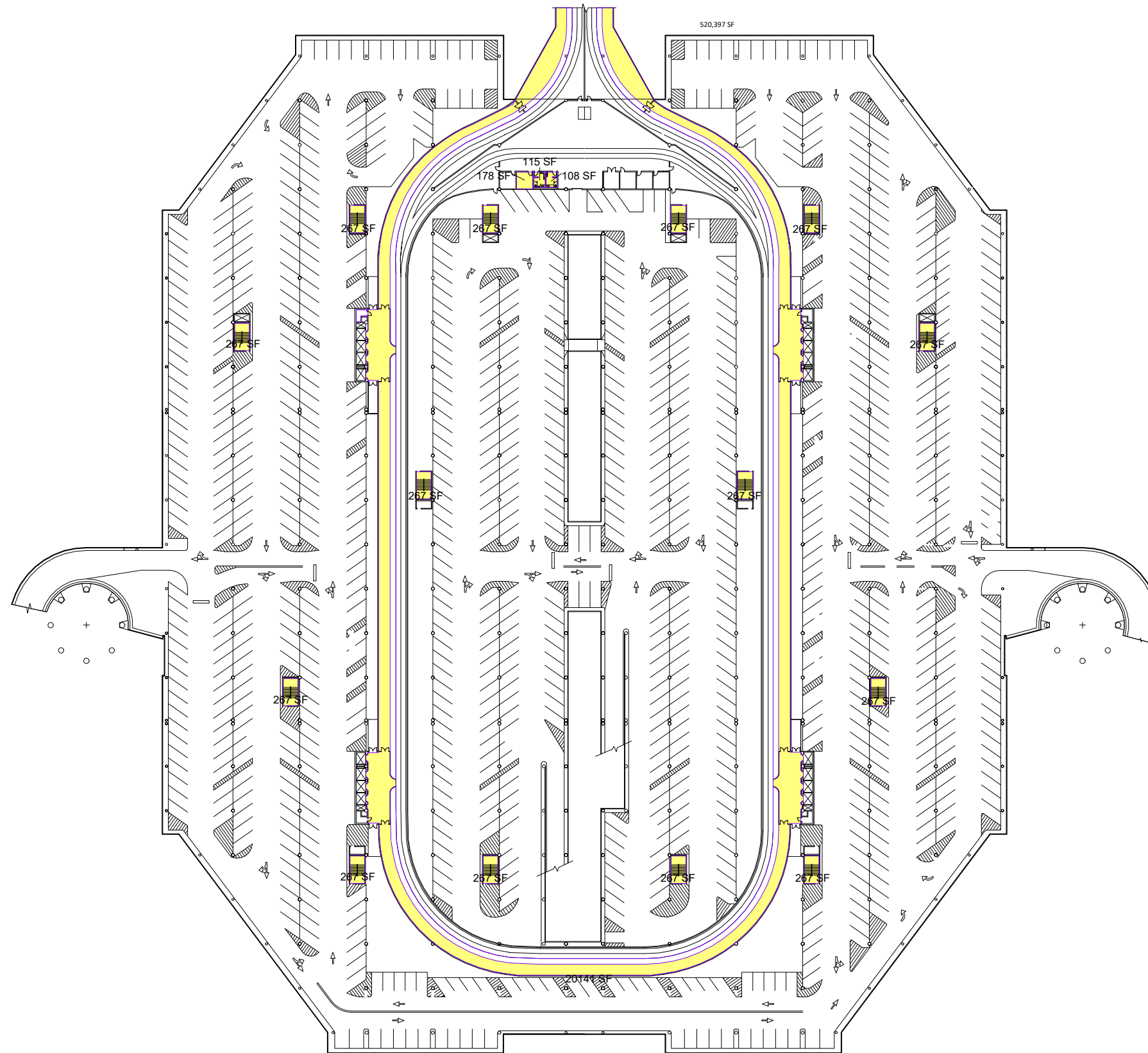



Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 50'-0"

SHEET UPDATED ON:

	CLEANABLE AREA	
Custom Area	Area	
CLEANABLE AREA	24276 SF	



# LONG TERM PARKING GARAGE - LEVEL 8

TPA-J-025

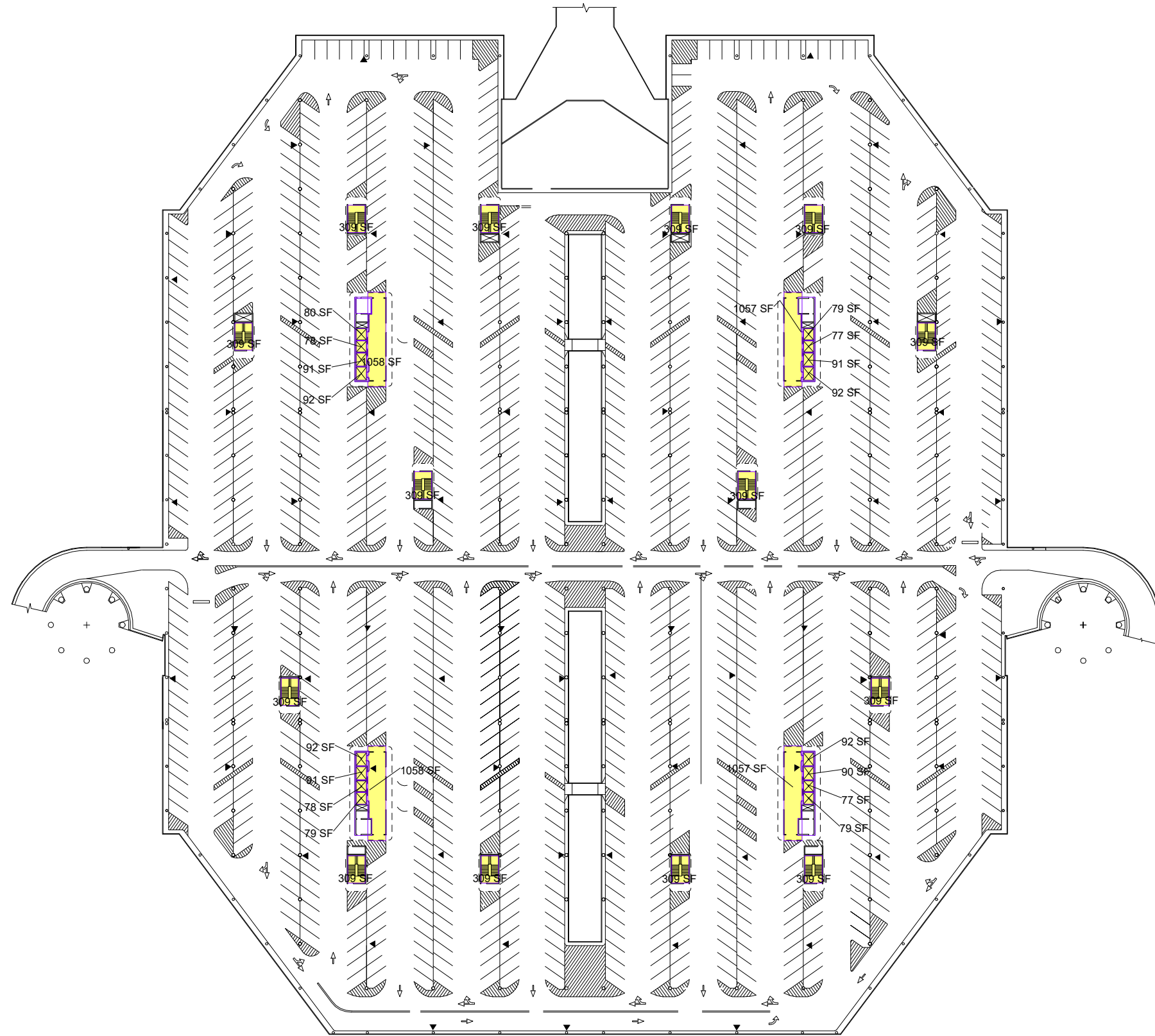


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 50'-0"

SHEET UPDATED ON:

CLEANABLE AREA

Custom Area	Area
CLEANABLE AREA	9914 SF



# APM1 - TICKET LEVEL

TPA-J-001

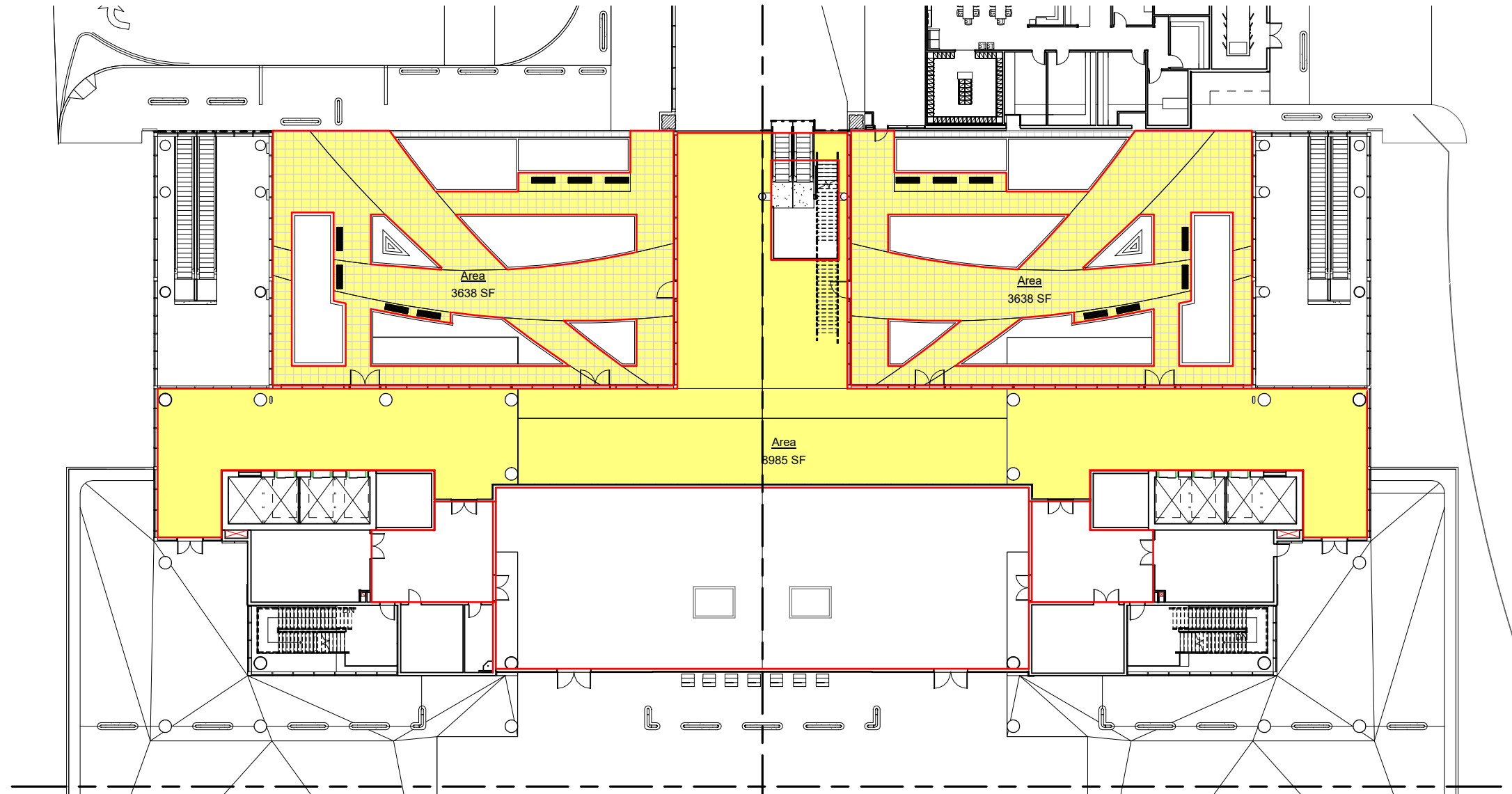


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1/16" = 1'-0"

SHEET UPDATED ON:

Janitorial Areas	Area
Custom Area	0 SF
Janitorial Areas	16260 SF



# APM1 - TRANSFER LEVEL

TPA-J-002

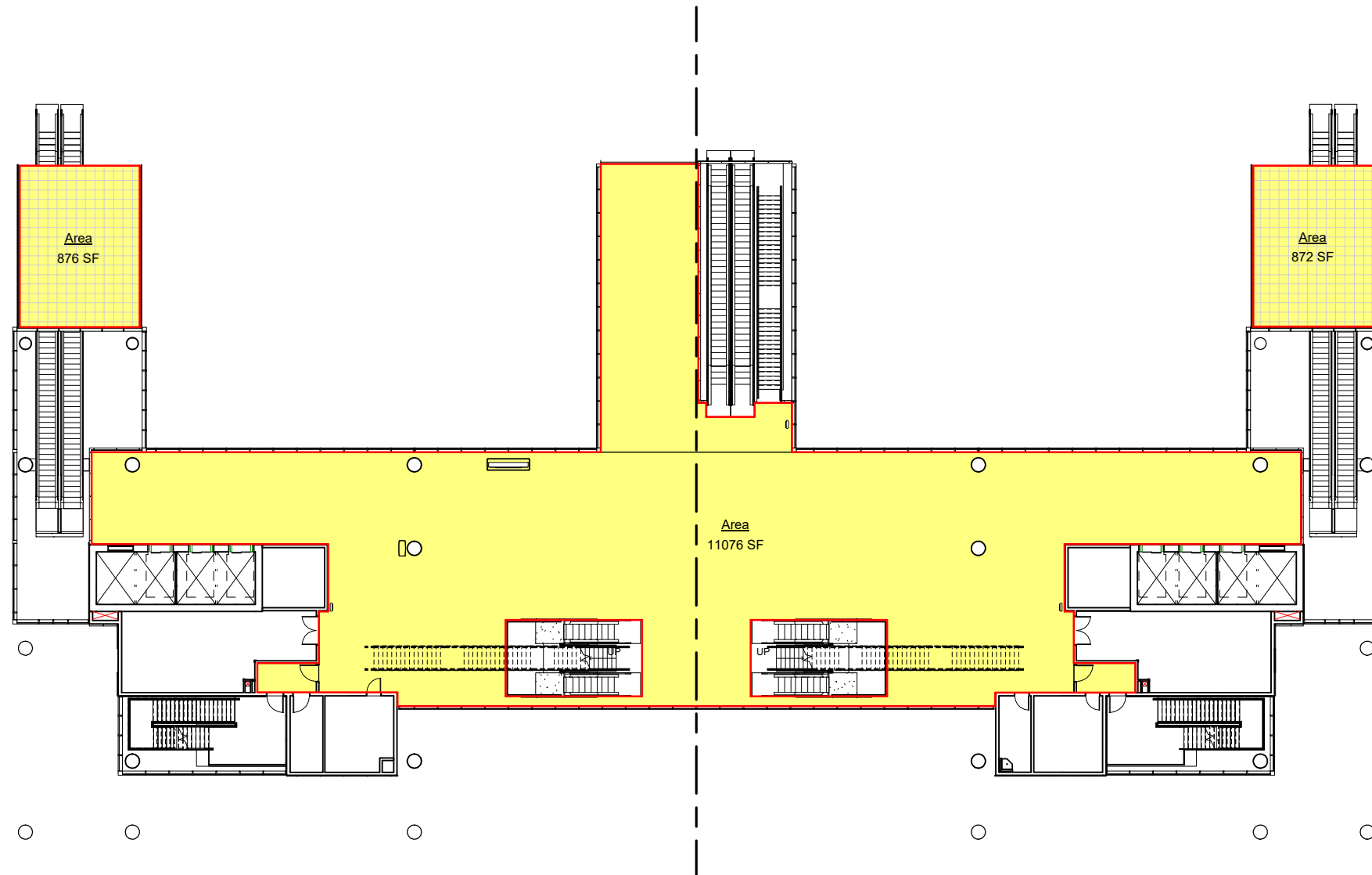


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1/16" = 1'-0"

SHEET UPDATED ON:

Janitorial Areas	
Custom Area	Area
Janitorial Areas	12823 SF



# APM1 - TRAIN LEVEL

TPA-J-003

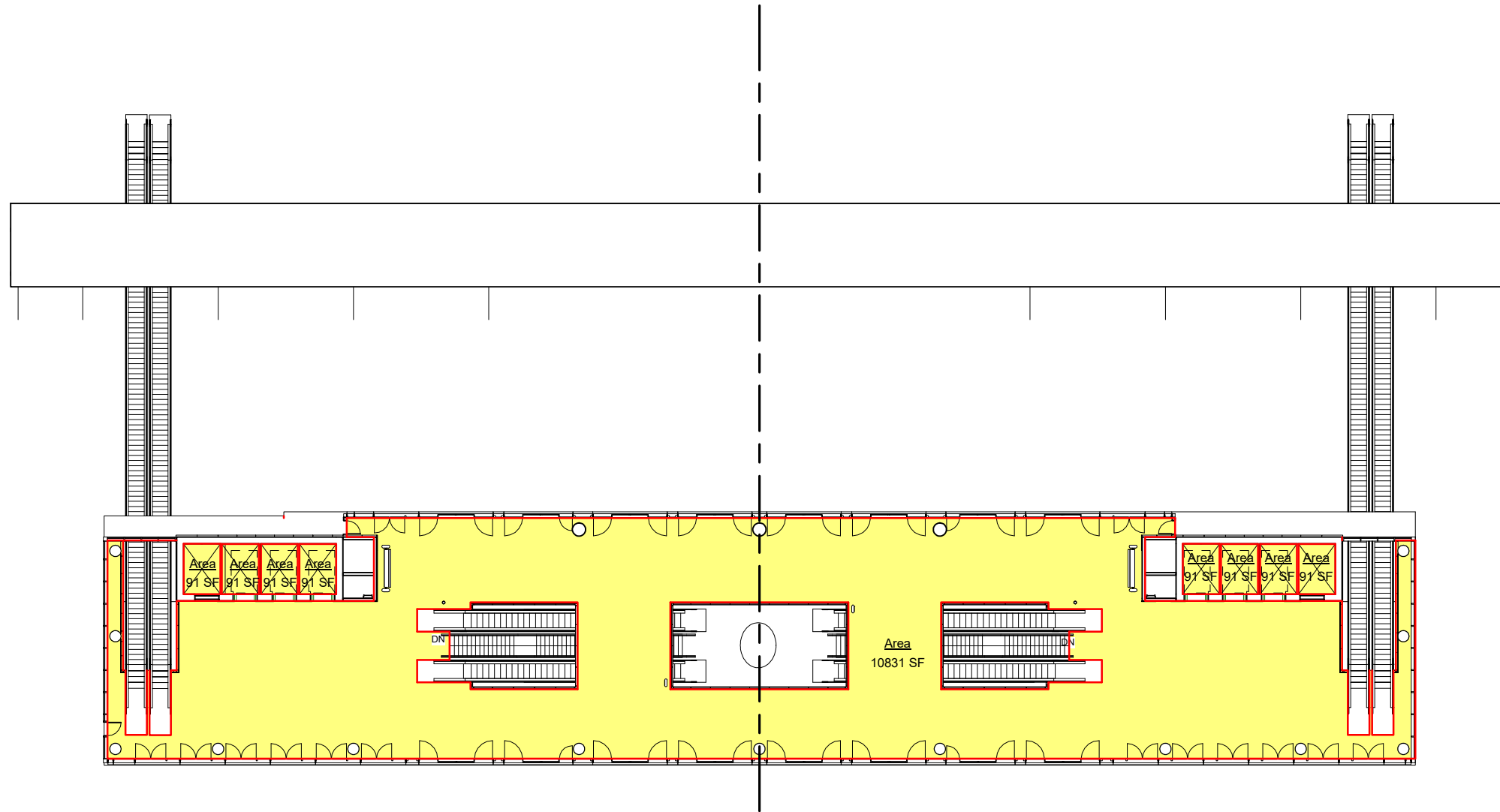


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1/16" = 1'-0"

SHEET UPDATED ON:

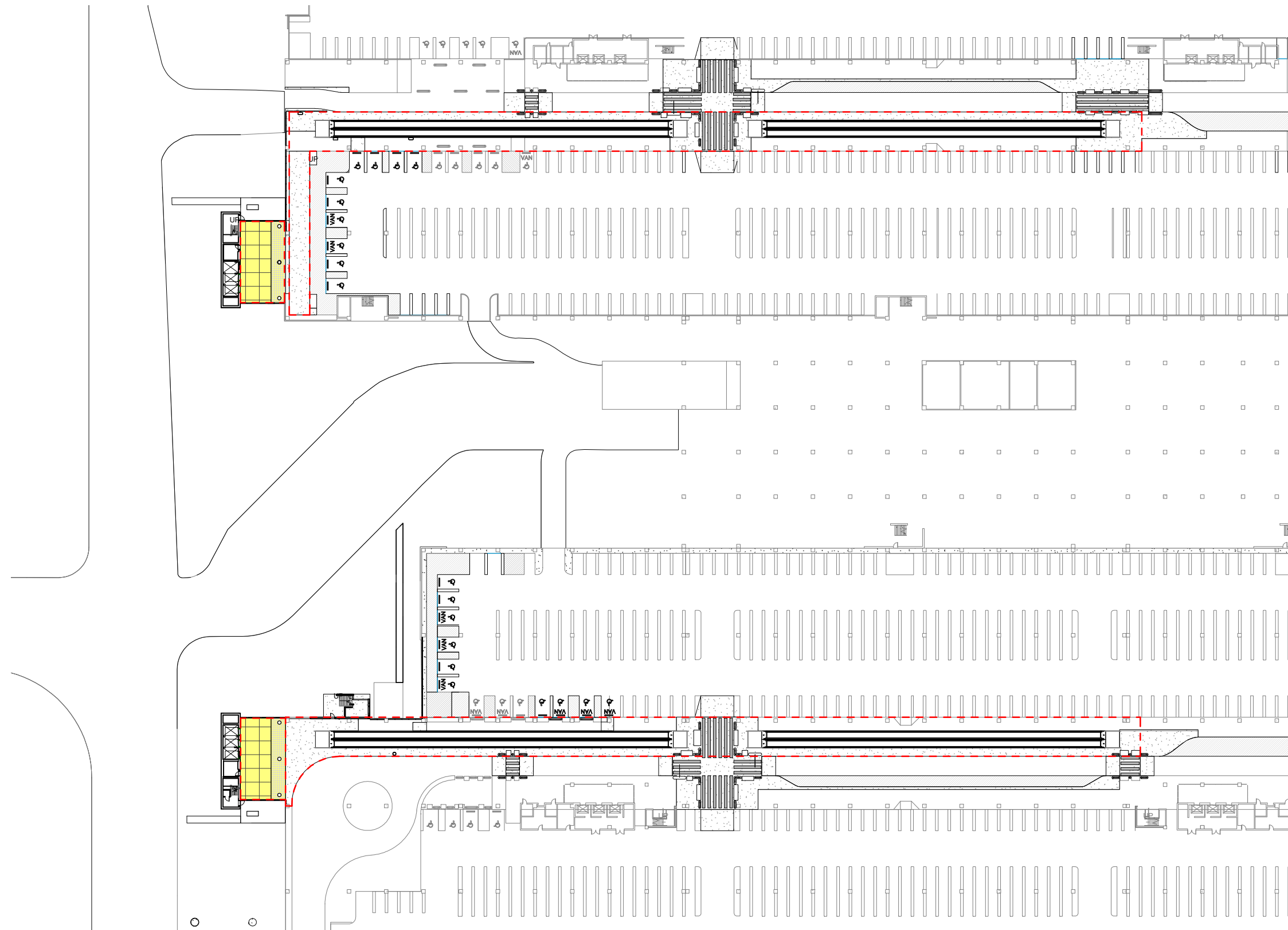
Janitorial Areas	Area
Custom Area	Area
Janitorial Areas	11558 SF







# APM2 - LEVEL 1

TPA-J013



 Cleanable Area  
Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

 Cleanable Area	
Custom Area	Area
Cleanable Area	3811 SF

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

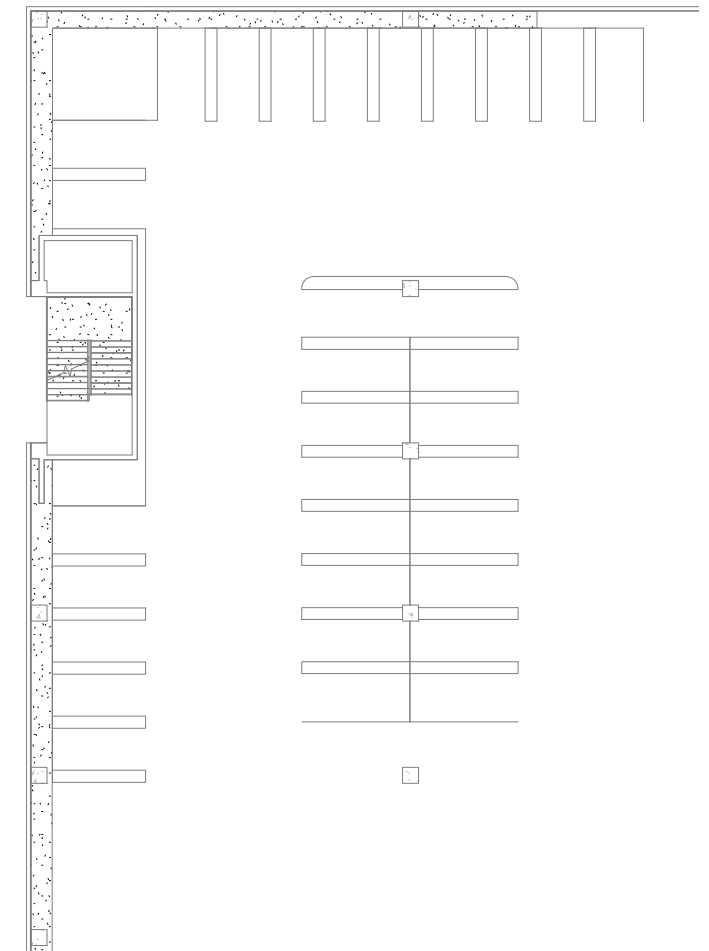
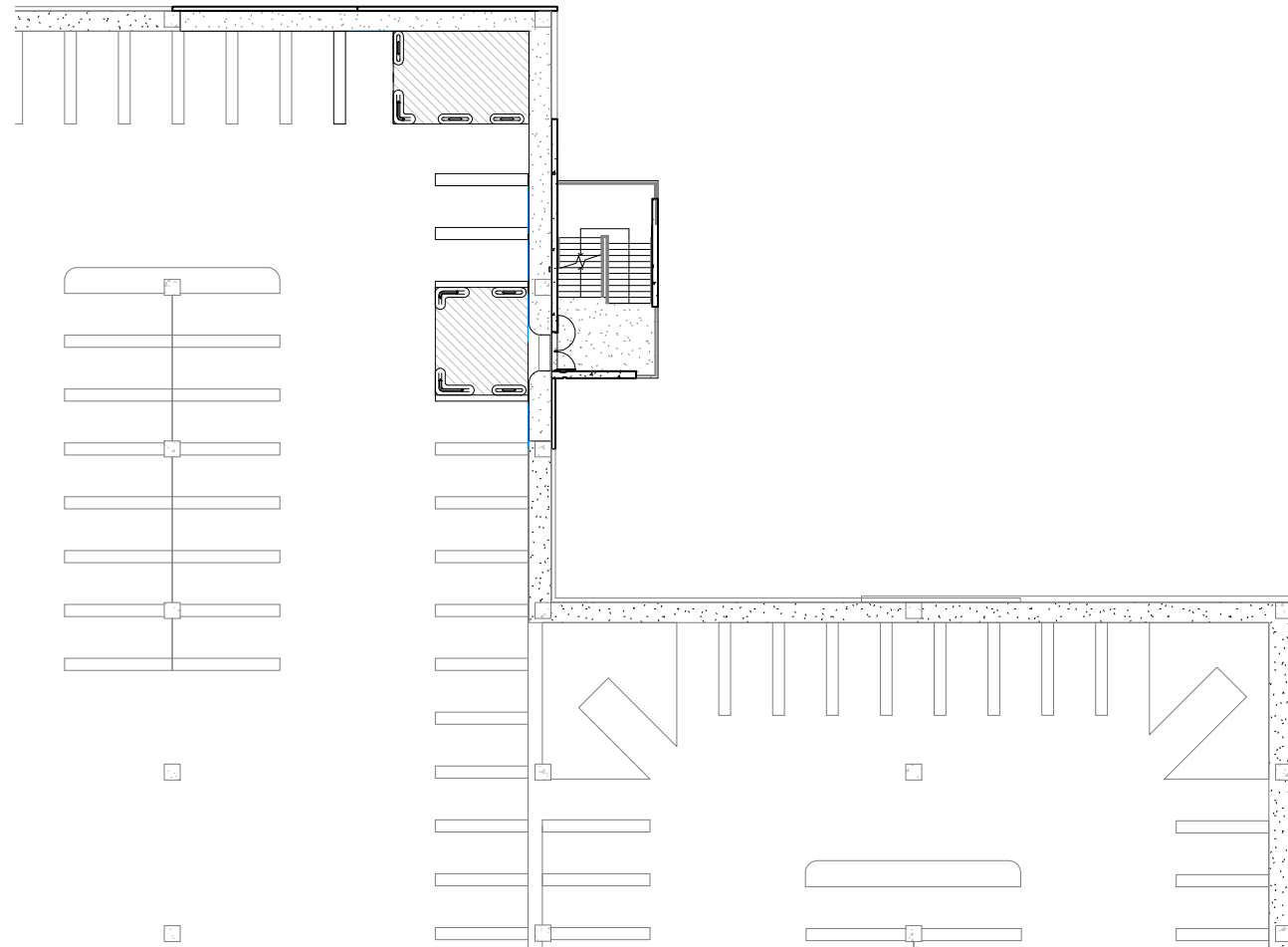
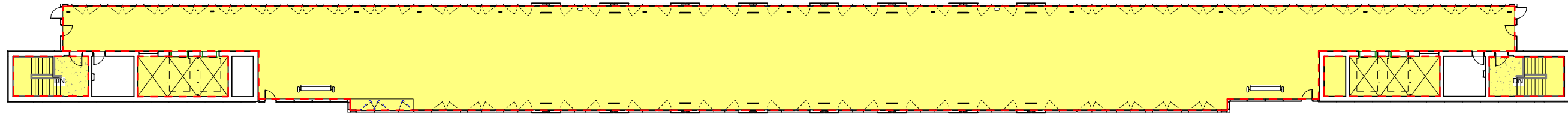
SCALE: 1" = 40'-0"


SHEET UPDATED ON:



# APM2 - LEVEL 4

TPA-J014



 Cleanable Area

Custom Area	Area
Cleanable Area	10764 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1/16" = 1'-0"

SHEET UPDATED ON:





# APM3 - PLATFORM LEVEL

TPA-J-001

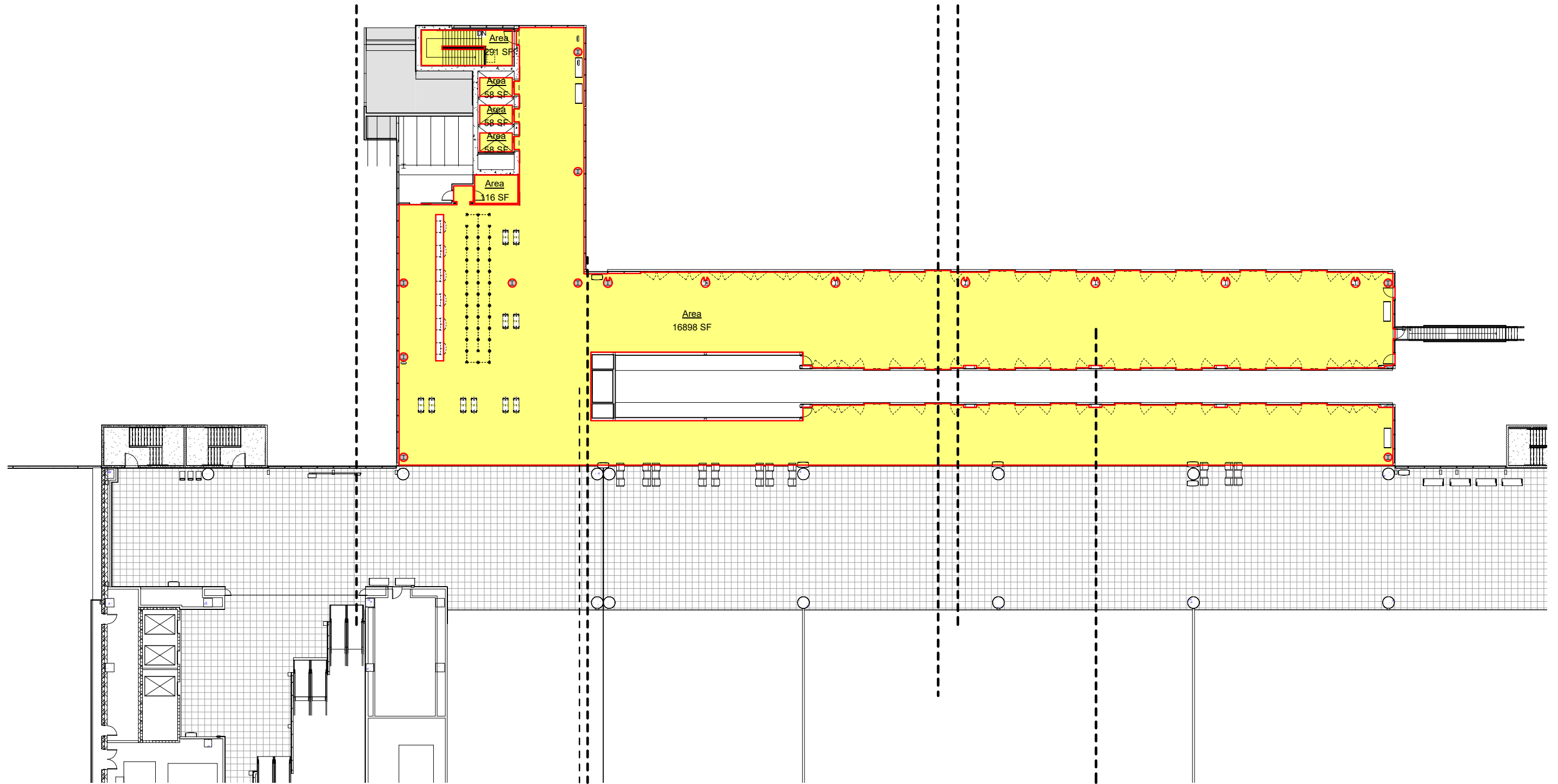



Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1/16" = 1'-0"

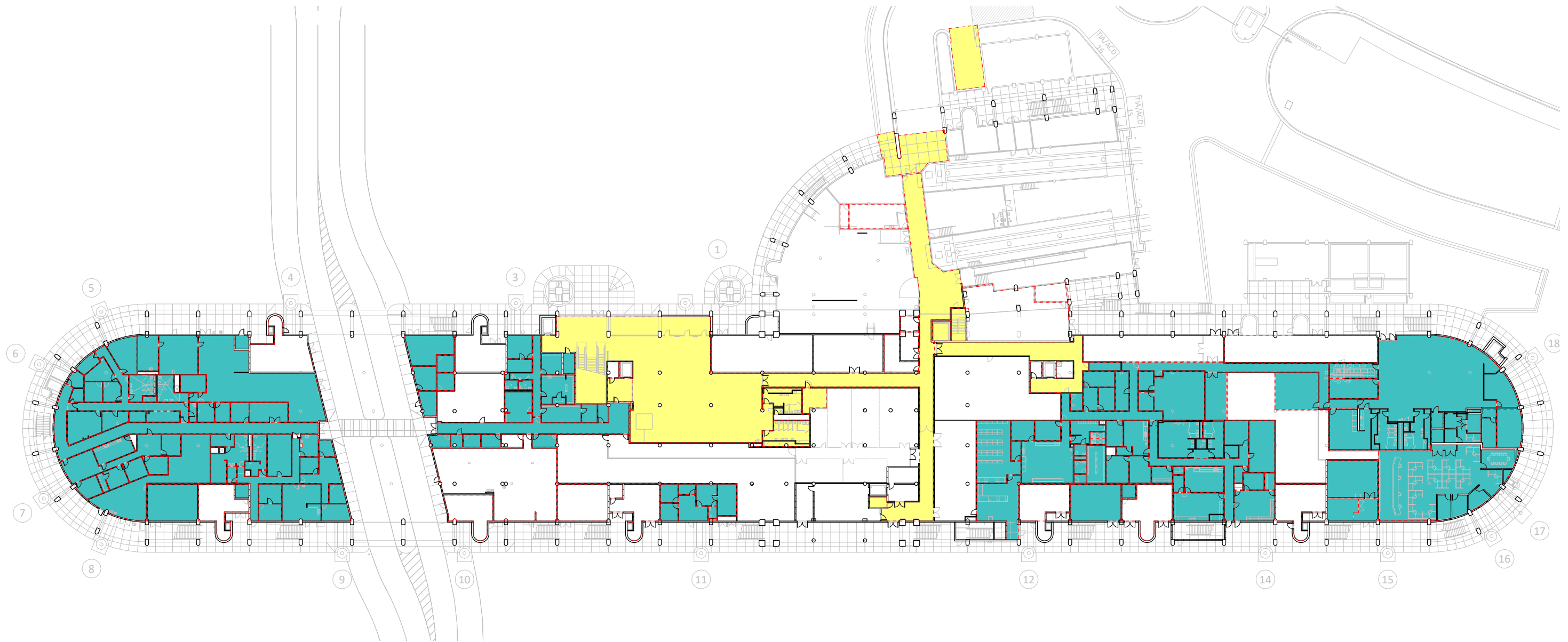
SHEET UPDATED ON:

 Cleanable Areas	
Custom Area	Area
Cleanable Areas	17477 SF



# AIRSIDE A RAMP LEVEL

TPA-J-004



Airside A - Cleanable Public Area  
 Non Public Cleanable Area

Custom Area	Area
Airside A - Cleanable Public Area	13,570 SF
Non Public Cleanable Area	41,827 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 25'-0"

SHEET UPDATED ON:



# AIRSIDE A BOARDING LEVEL

TPA-J-005

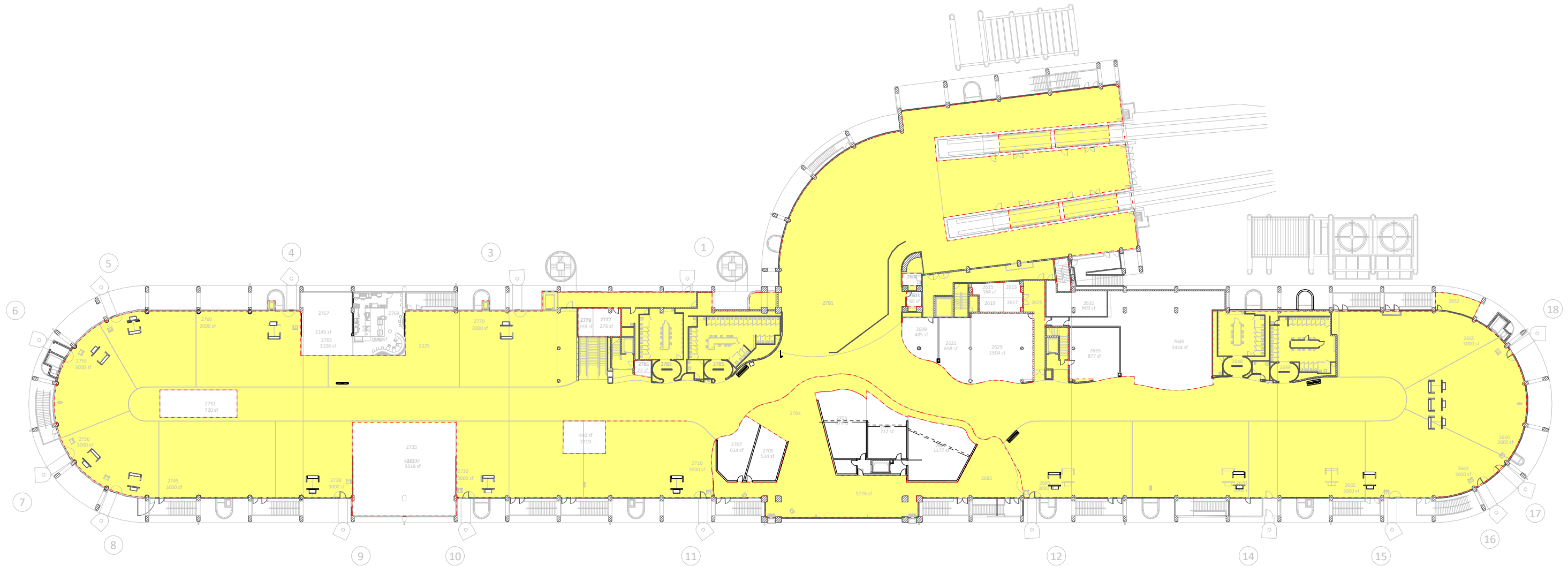


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 30'-0"

SHEET UPDATED ON:

Airside A - Cleanable Public Area

Custom Area	Area
Airside A - Cleanable Public Area	95,144 SF



# AIRSIDE A SORT FACILITY

TPA-J-006

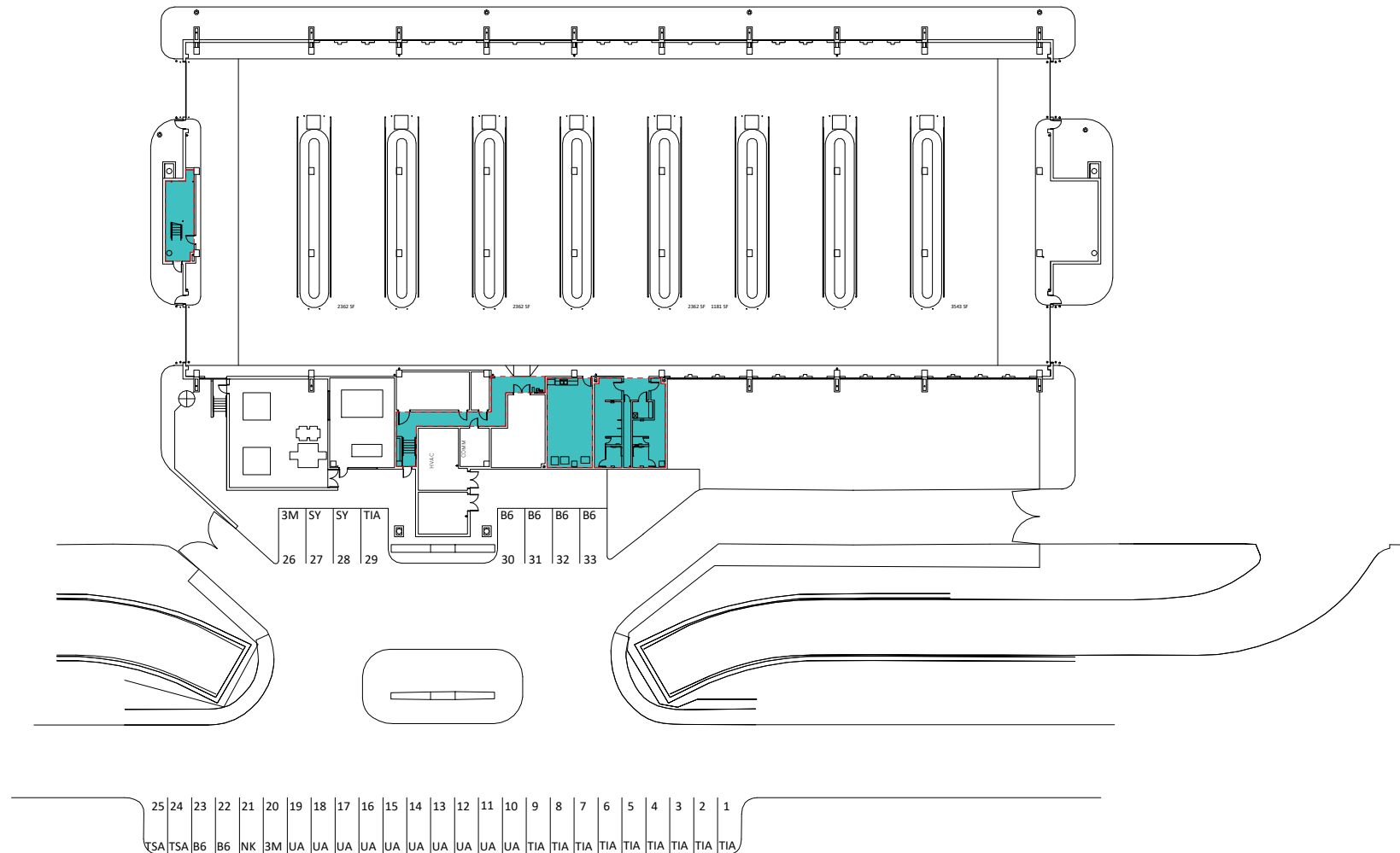


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 30'-0"

SHEET UPDATED ON:

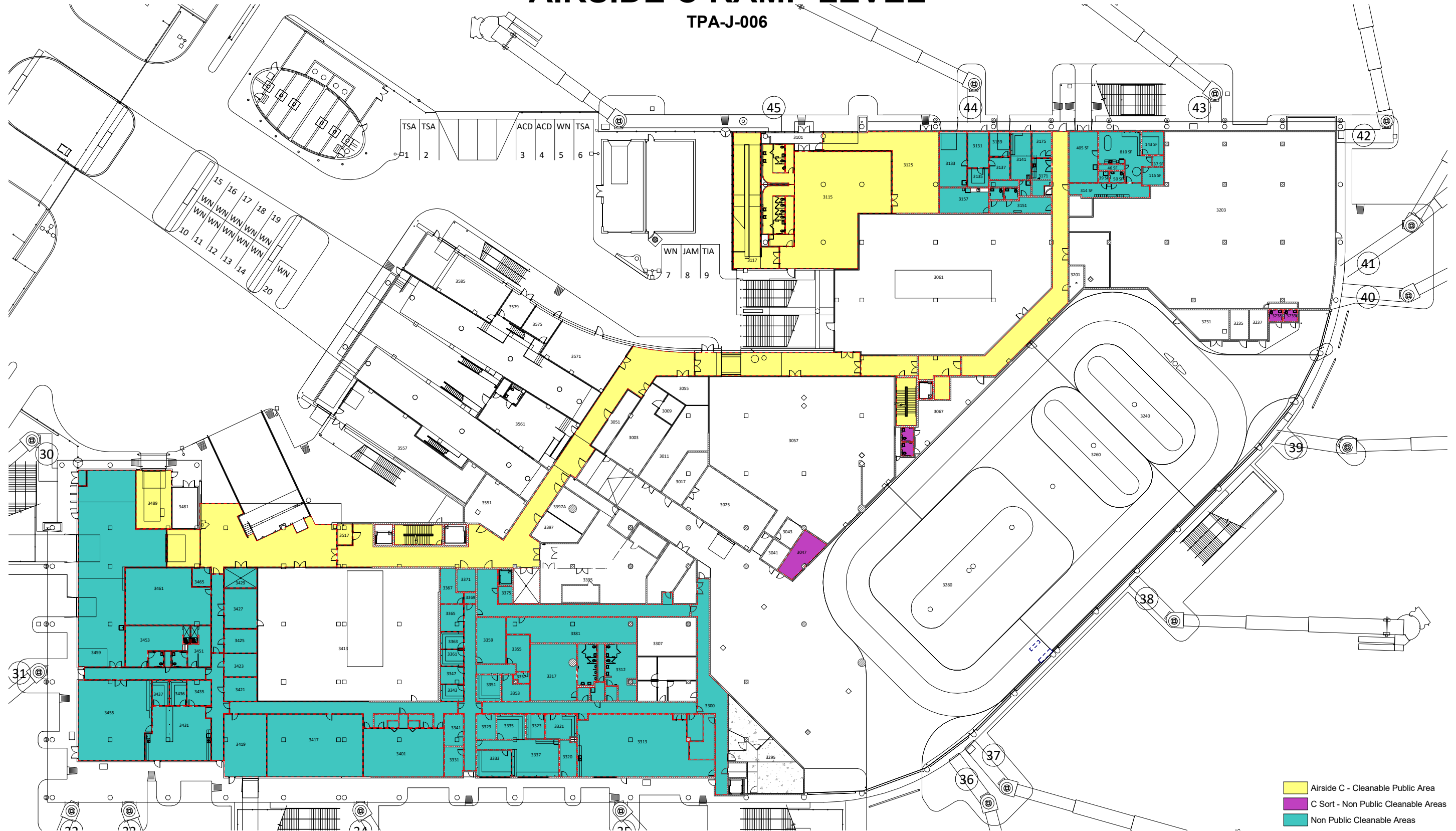
Non Public Cleanable Area

Custom Area	Area
Non Public Cleanable Area	2,178 SF



# AIRSIDE C RAMP LEVEL

TPA-J-006



- Airside C - Cleanable Public Area
- C Sort - Non Public Cleanable Areas
- Non Public Cleanable Areas

Custom Area	Area
Airside C - Cleanable Public Area	15,158 SF
C Sort - Non Public Cleanable Areas	455 SF
Non Public Cleanable Areas	29,850 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 25'-0"

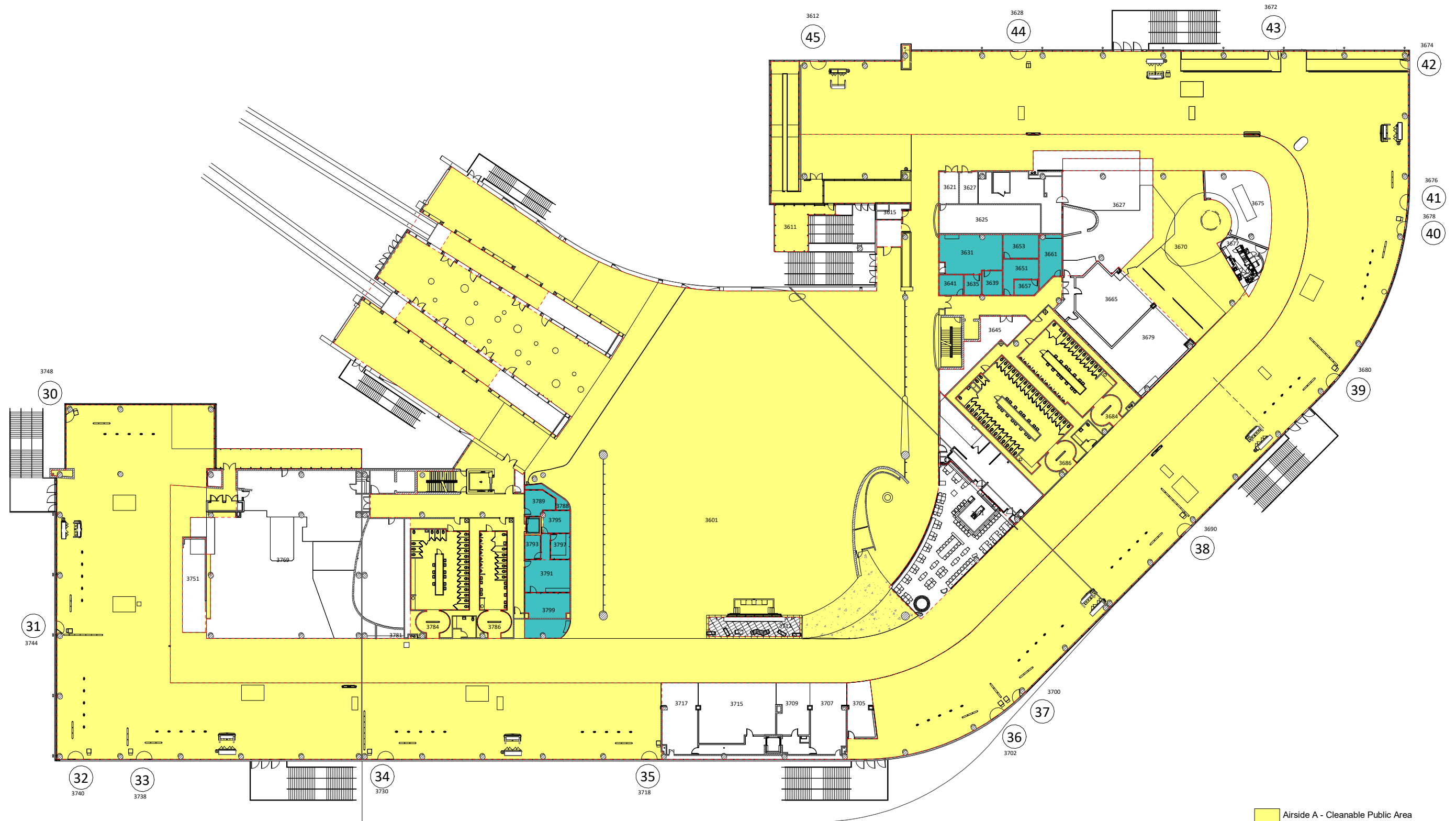
SHEET UPDATED ON:





# AIRSIDE C BOARDING LEVEL

TPA-J-007



	Airside A - Cleanable Public Area	
	Non Public Cleanable Areas	
	Calculating Custom Area	Area
	Airside A - Cleanable Public Area	127,609 SF
	Non Public Cleanable Areas	3,197 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 25'-0"

SHEET UPDATED ON:



# AIRSIDE E RAMP LEVEL

TPA-J-008

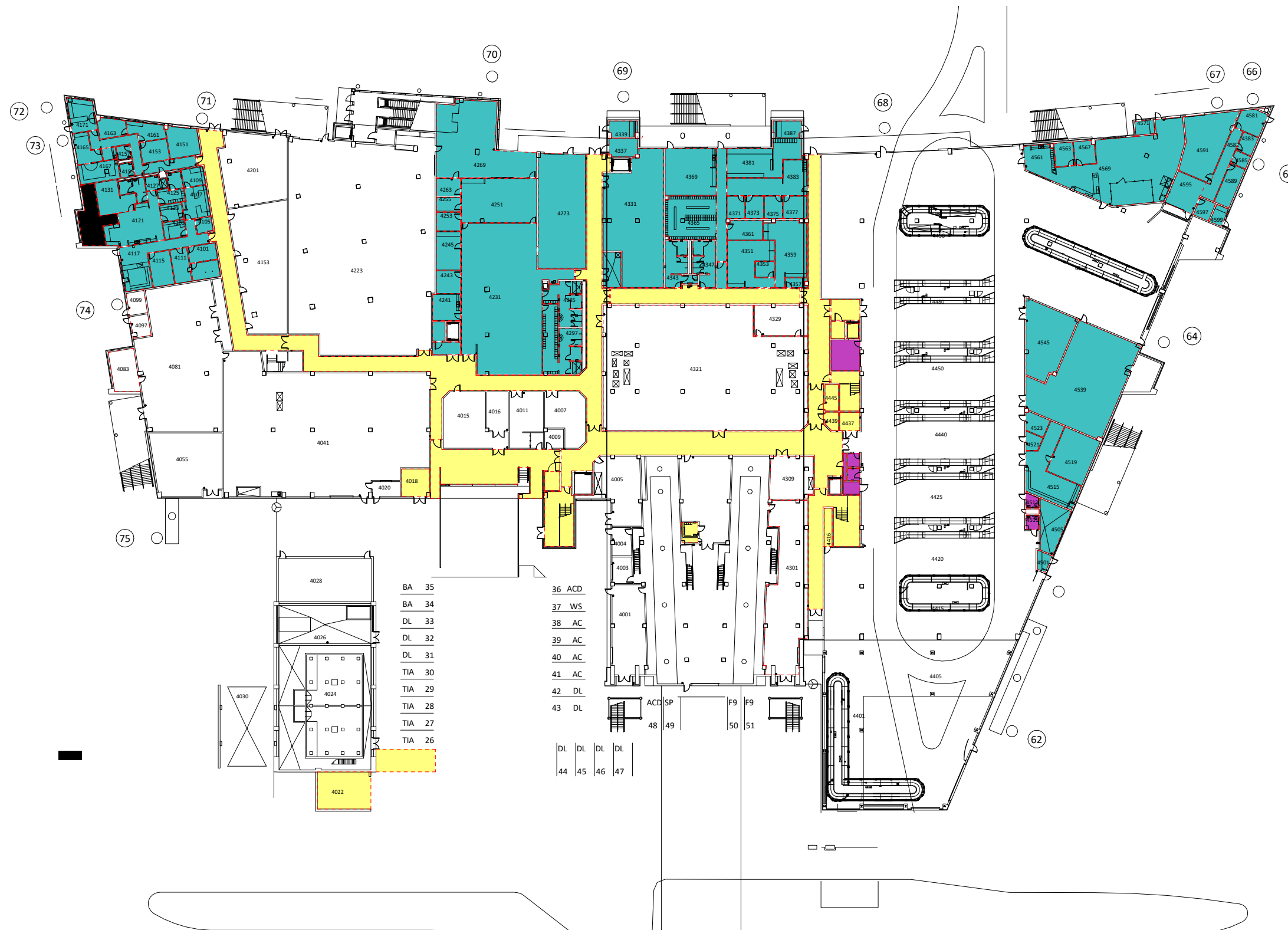


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 30'-0"

SHEET UPDATED ON:

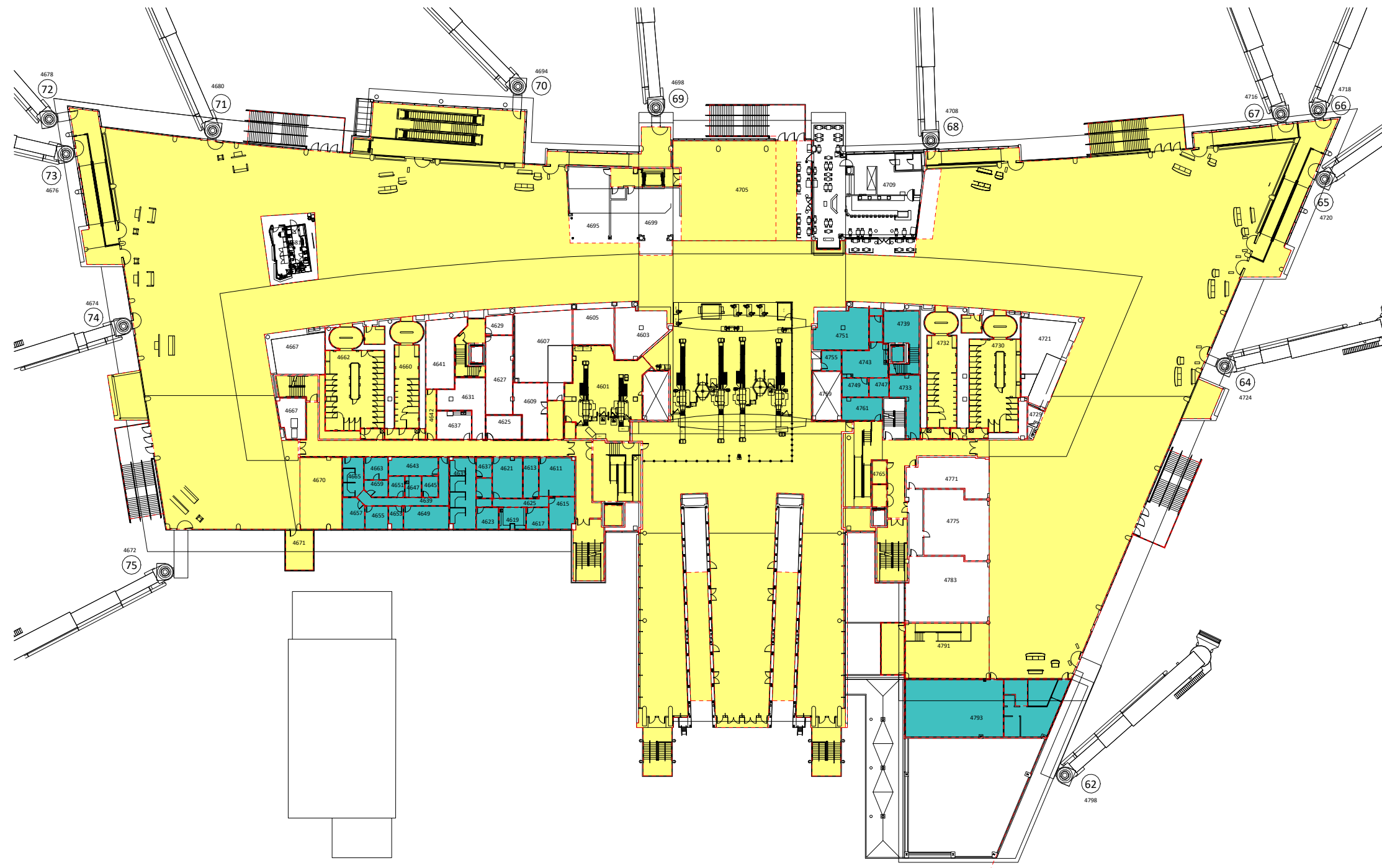
- Airside E - Cleanable Public Area
- E Sort - Non Public Cleanable Areas
- Non Public Cleanable Areas

Custom Area	Area
Airside E - Cleanable Public Area	13,220 SF
E Sort - Non Public Cleanable Areas	516 SF
Non Public Cleanable Areas	31,365 SF



# AIRSIDE E BOARDING LEVEL

TPA-J-009



Airside E - Cleanable Public Area  
 Non Public Cleanable Areas

Custom Area	Area
Airside E - Cleanable Public Area	100,488 SF
Non Public Cleanable Areas	8,483 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 30'-0"

SHEET UPDATED ON:





# AIRSIDE E MEZZANINE LEVEL

TPA-J-010

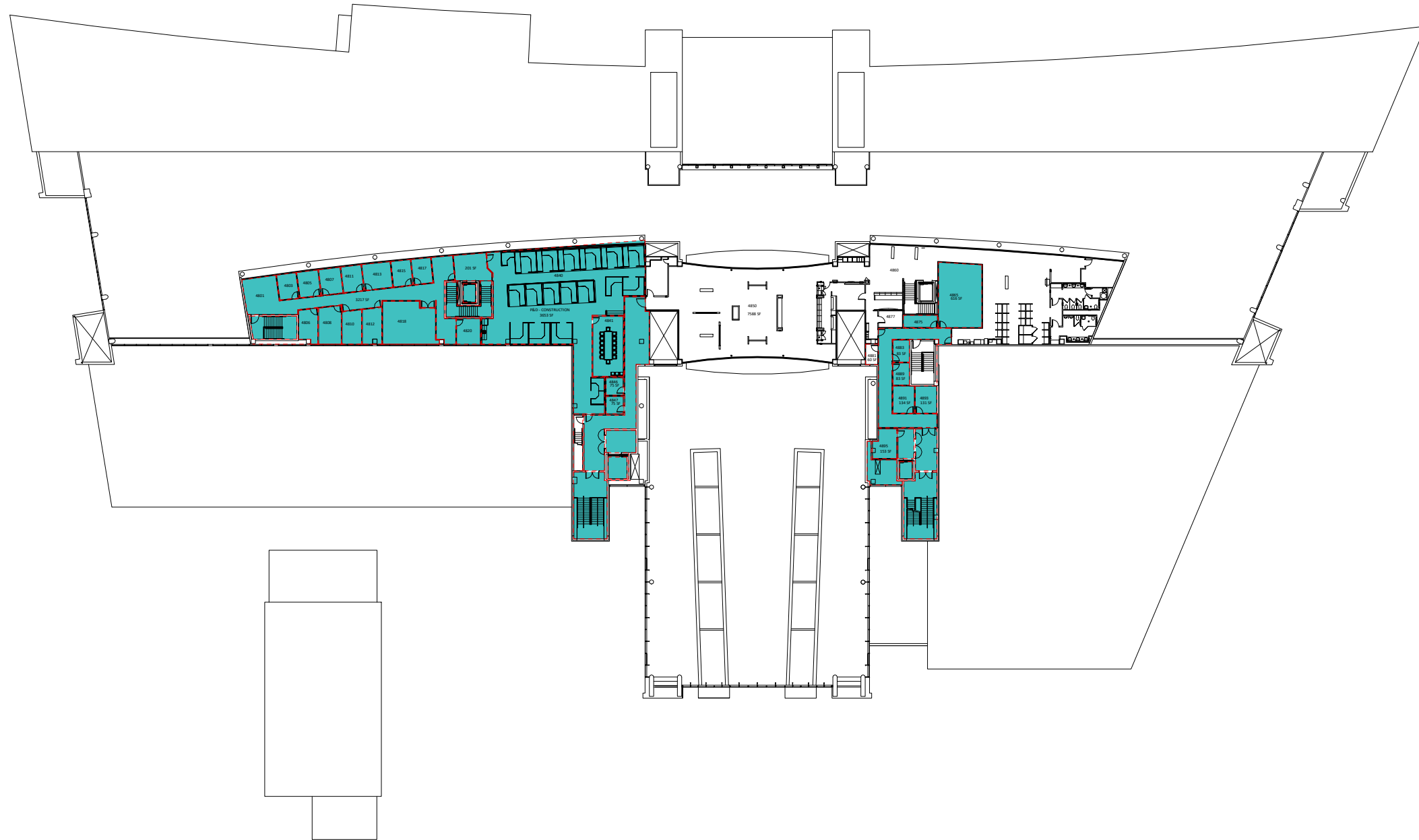


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 30'-0"

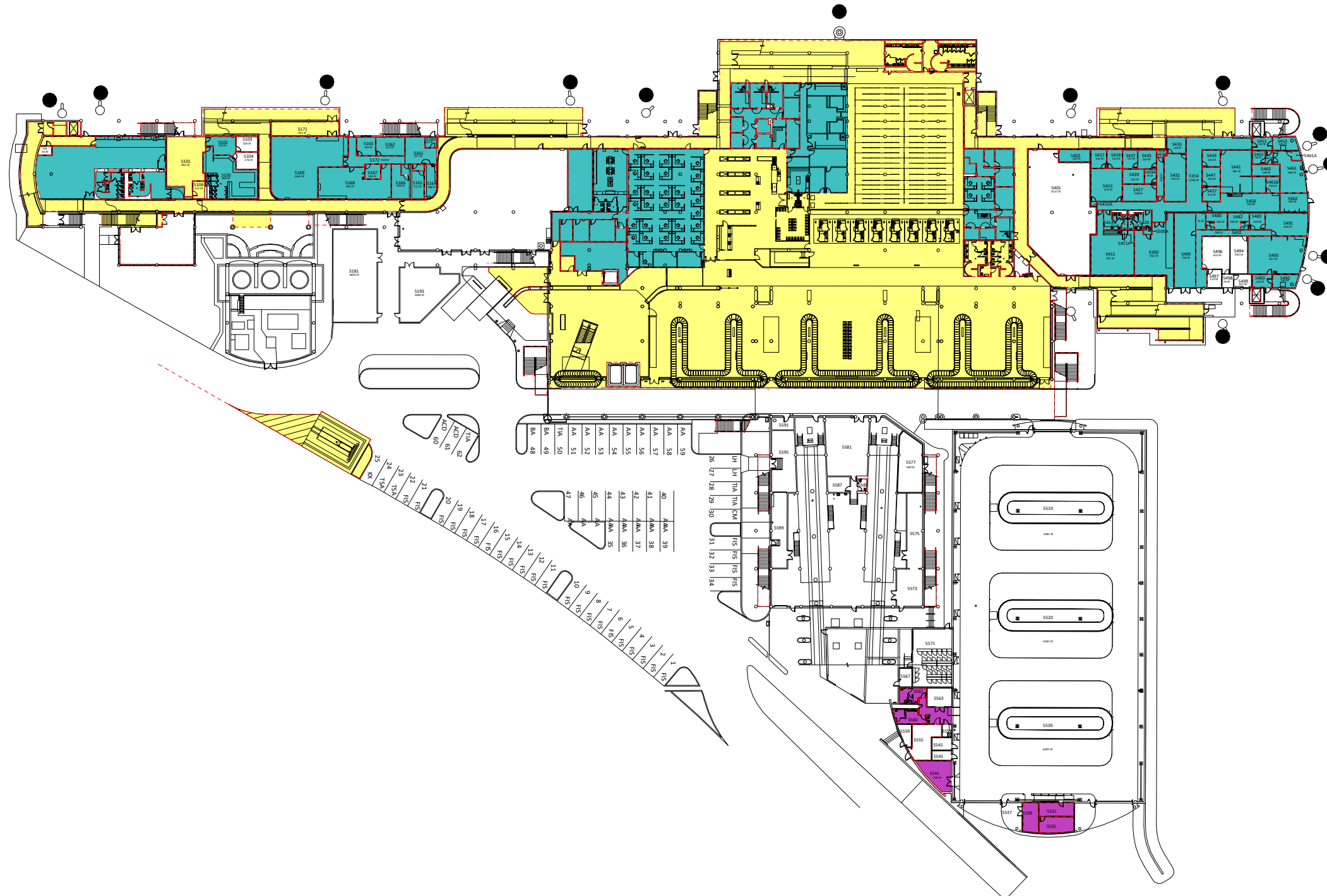
SHEET UPDATED ON:

Non Public Cleanable Areas	
Custom Area	Area
Non Public Cleanable Areas	11,798 SF



# AIRSIDE F RAMP LEVEL

TPA-J-011



- Airside F - Cleanable Public Area
- F Sort - Non Public Cleanable Area
- Non Public Cleanable Area

Custom Area	Area
Airside F - Cleanable Public Area	65,744 SF
F Sort - Non Public Cleanable Area	1,494 SF
Non Public Cleanable Area	33,136 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:



# AIRSIDE F BOARDING LEVEL

TPA-J-012

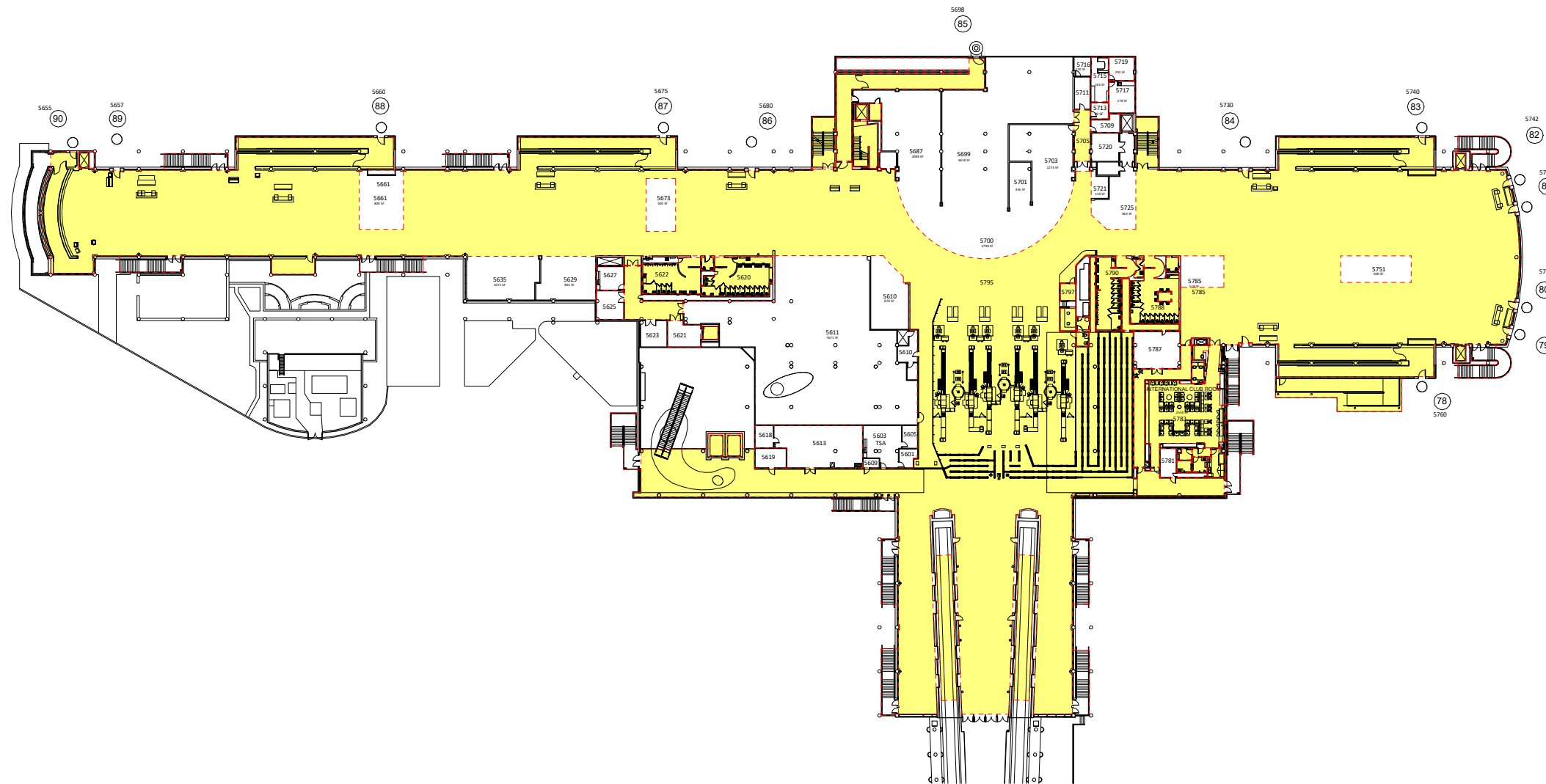


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

SHEET UPDATED ON:

 Airside F - Public Cleanable Area

Custom Area	Area
Airside F - Public Cleanable Area	90,892 SF



# AIRSIDE F MEZZANINE LEVEL

TPA-J-013

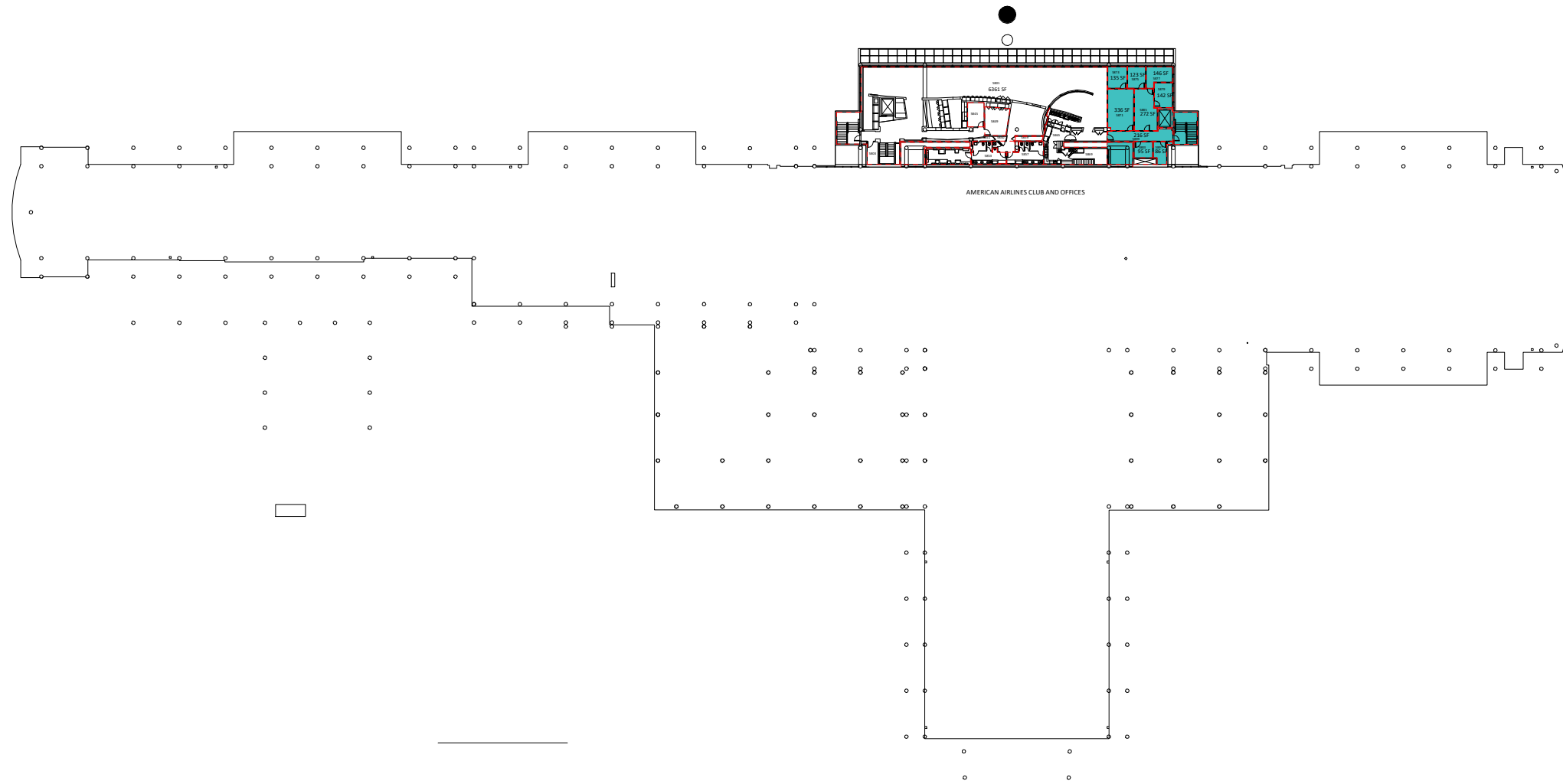


Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

SCALE: 1" = 40'-0"

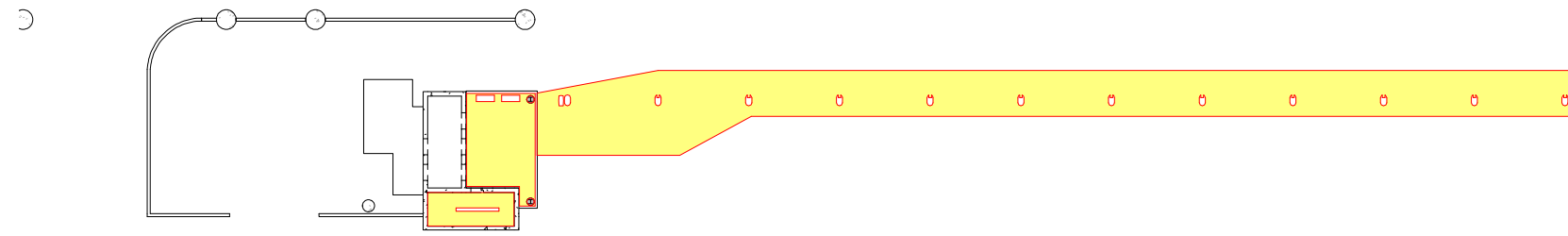
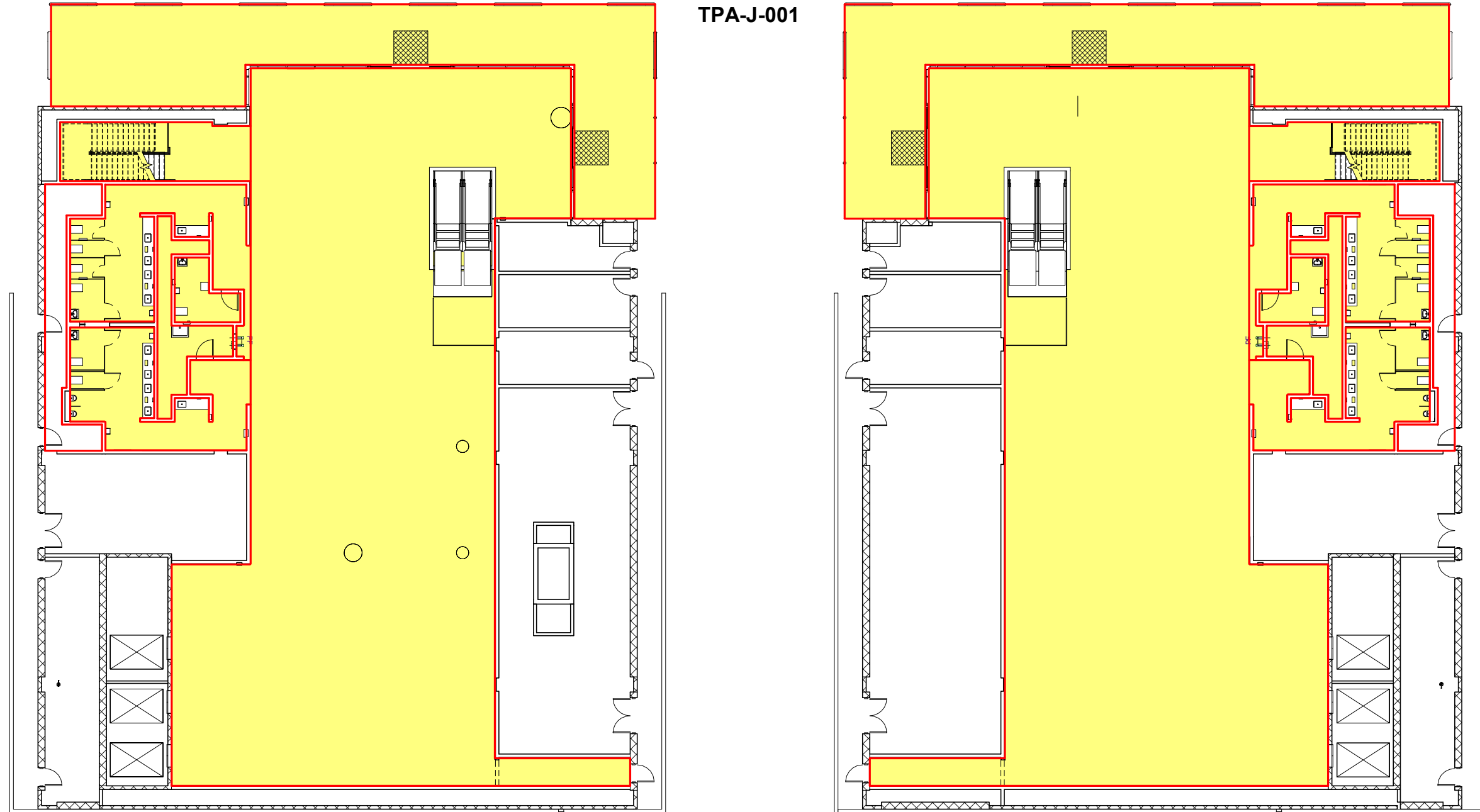
SHEET UPDATED ON:

Non Public Cleanable Area	
Custom Area	Area
Non Public Cleanable Area	1,924 SF



# CONRAC - LEVEL 1

TPA-J-001



Cleanable Areas

Custom Area	Area
Cleanable Areas	19775 SF

Cleanable Areas

Custom Area	Area
Cleanable Areas	6800 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
 Contract for Janitorial Services at Tampa International Airport  
 Flagship Airport Services, Inc.

# HILLSBOROUGH COUNTY AVIATION AUTHORITY

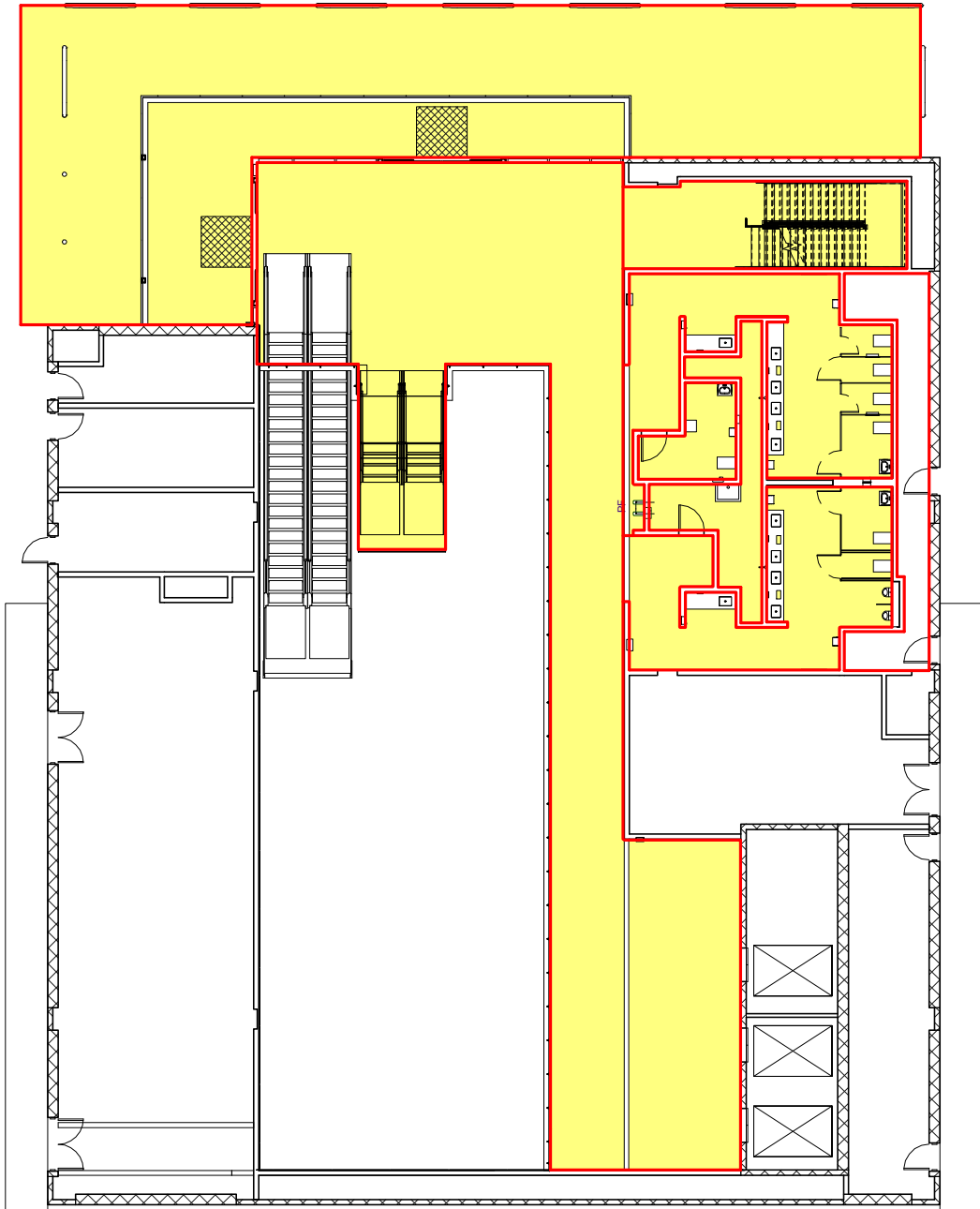
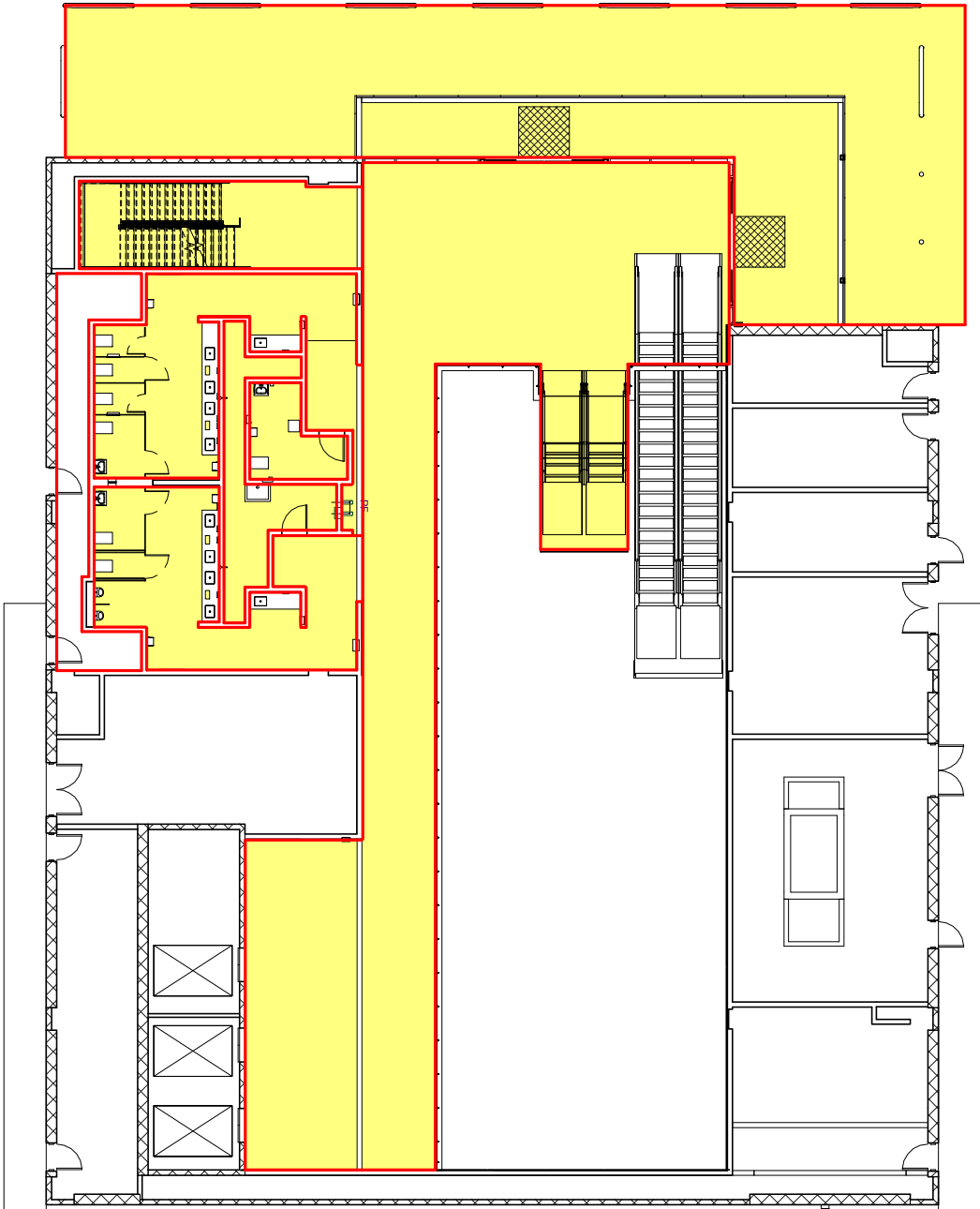
SCALE: As indicated

SHEET UPDATED ON:



# CONRAC - LEVEL 2

TPA-J-002




 Cleanable Areas	
Custom Area	Area
Cleanable Areas	13466 SF

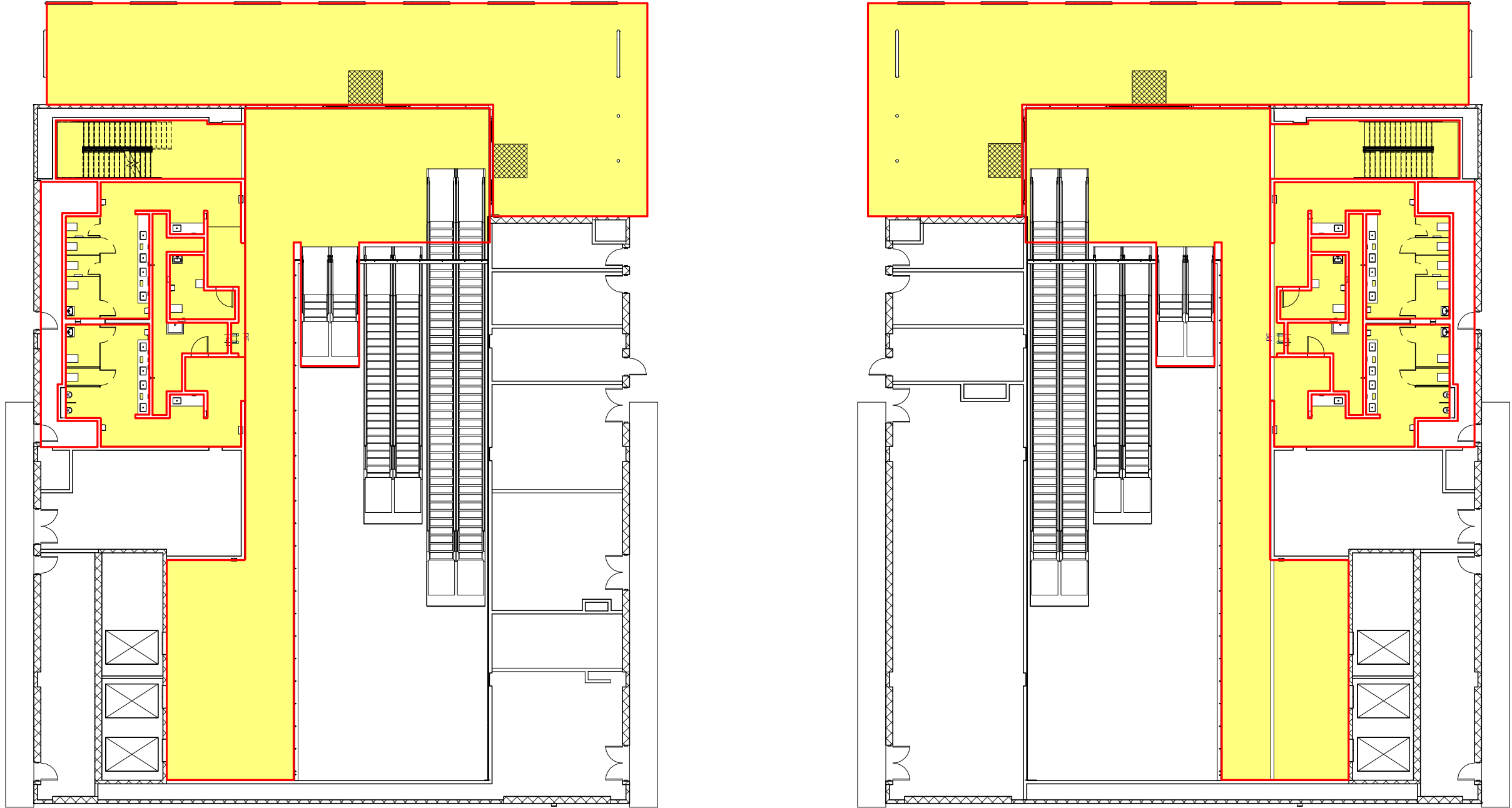
Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

# HILLSBOROUGH COUNTY AVIATION AUTHORITY



# CONRAC - LEVEL 3

TPA-J-003



Cleanable Areas

Custom Area	Area
Cleanable Areas	13465 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY

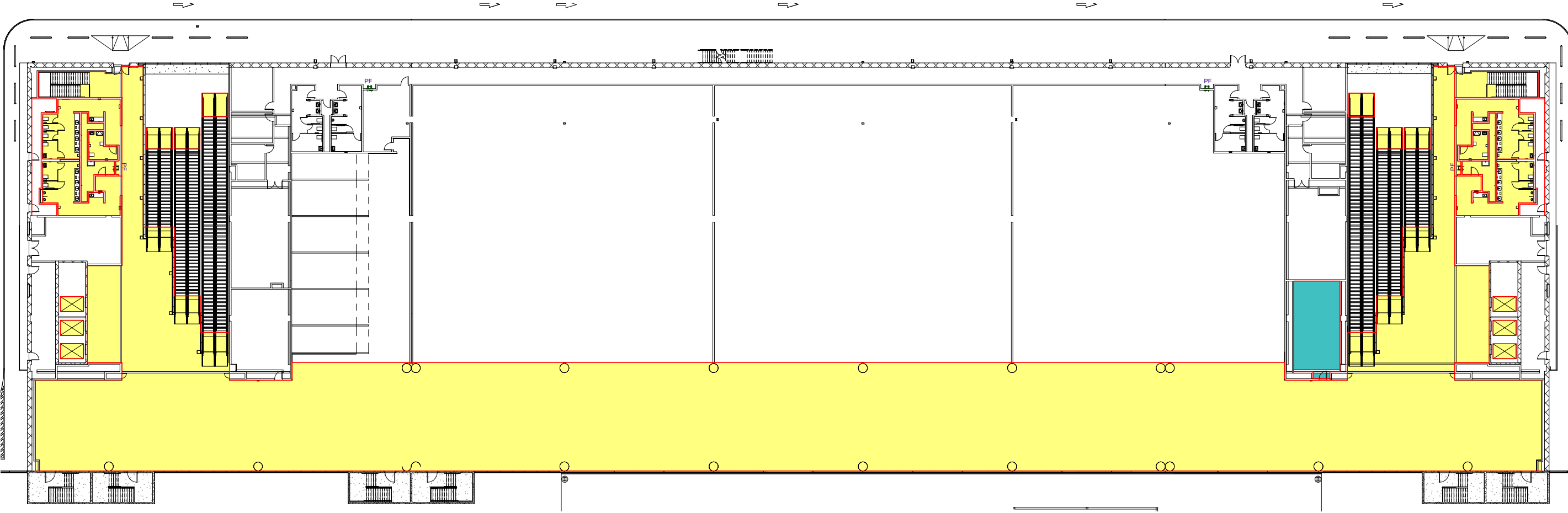
SCALE: 3/32" = 1'-0"

SHEET UPDATED ON:



# CONRAC - LEVEL 4

TPA-J-004



- Cleanable Areas
- Non Public Cleanable Areas

Custom Area	Area
Cleanable Areas	35120 SF
Non Public Cleanable Areas	698 SF

Exhibit J, Cleanable Square Footage and Airport Facilities Drawings  
Contract for Janitorial Services at Tampa International Airport  
Flagship Airport Services, Inc.

## HILLSBOROUGH COUNTY AVIATION AUTHORITY



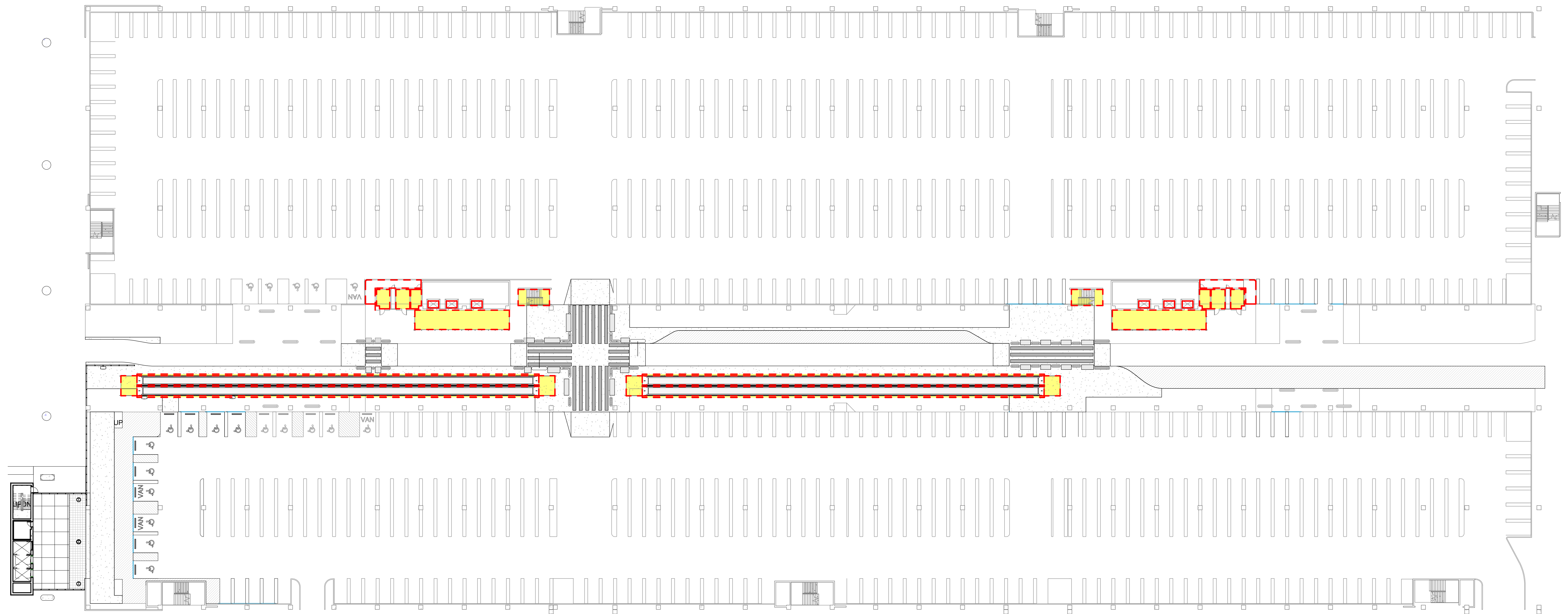
SCALE: 3/64" = 1'-0"




SHEET UPDATED ON:



# ECONOMY GARAGE - LEVEL 1 NORTH

TPA-J001



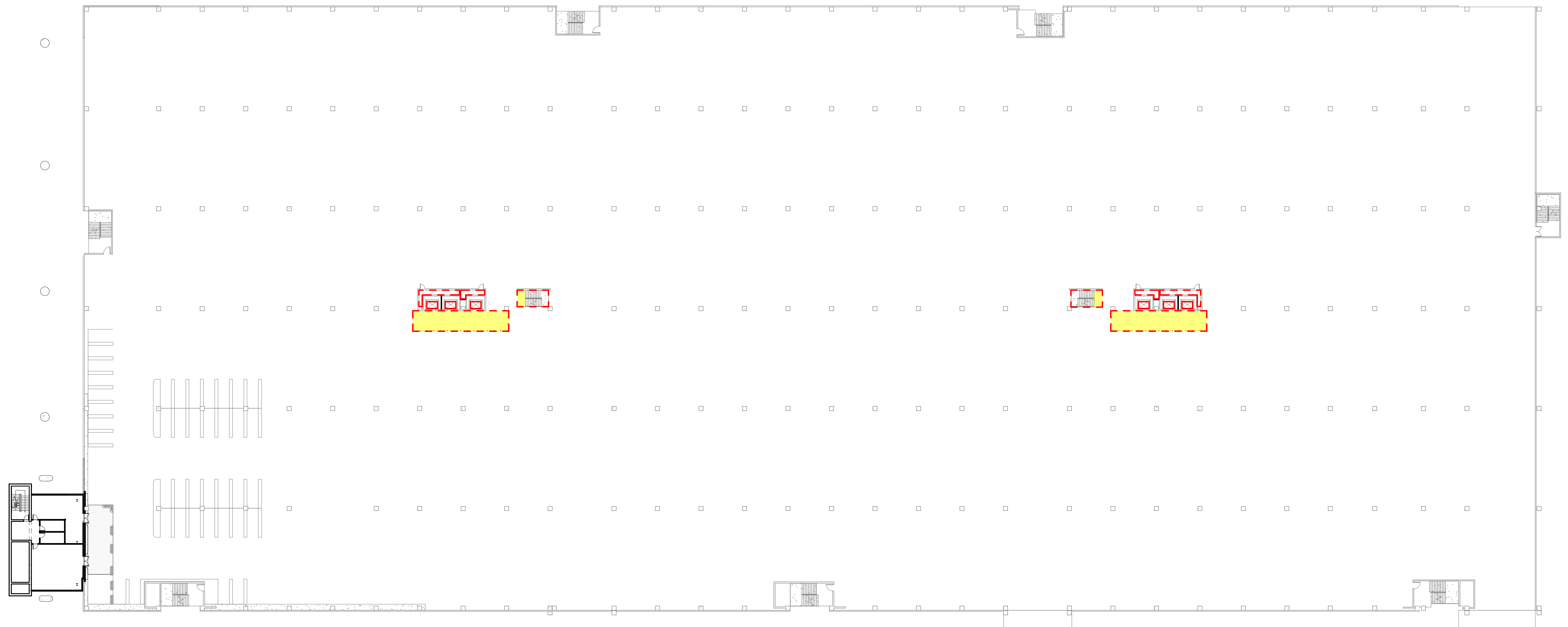
	Cleanable Area
	Custom Area
	Cleanable Area
	Area
	4353 SF

## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 2 NORTH

TPA-J002



Cleanable Area

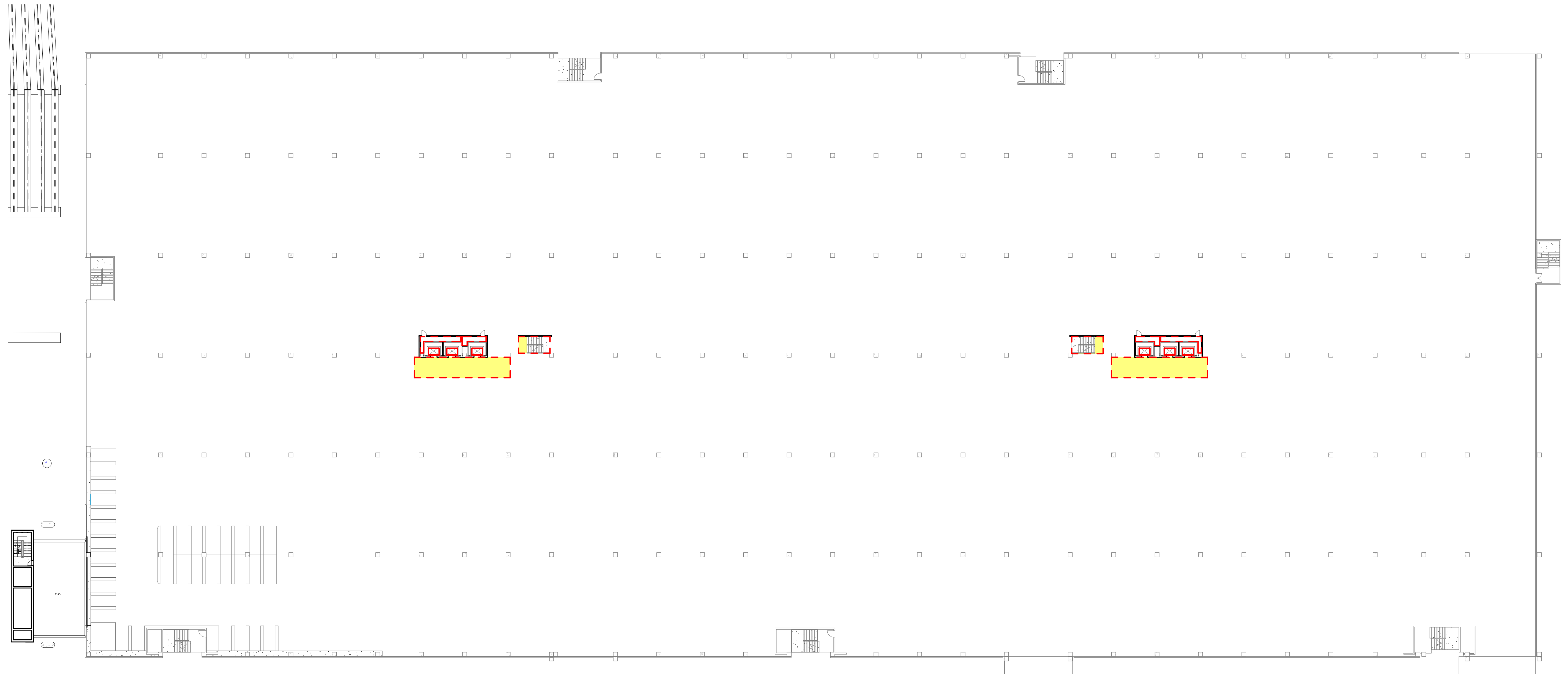
Custom Area	Area
Cleanable Area	1917 SF

## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 3 NORTH

TPA-J003



Cleanable Area

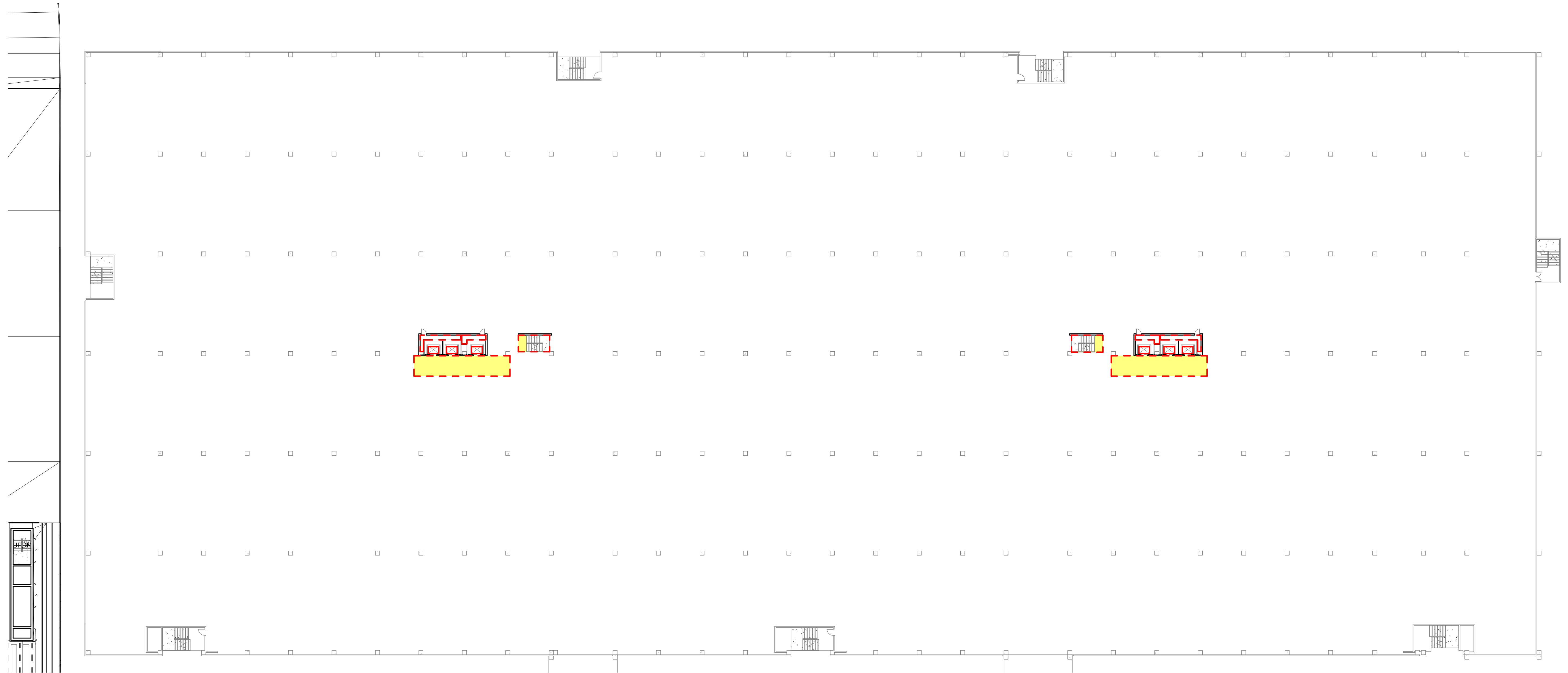
Custom Area	Area
Cleanable Area	1917 SF


## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 4 NORTH

TPA-J004



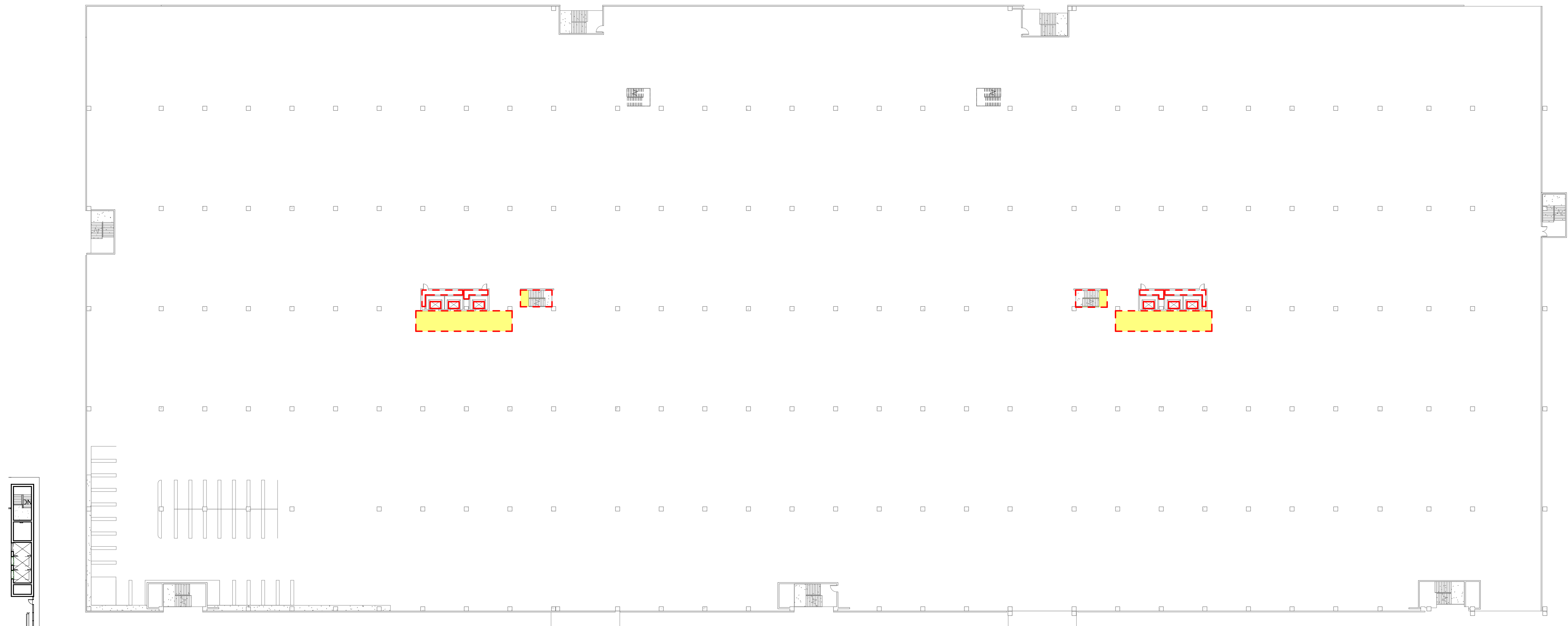
	Cleanable Area
Custom Area	Area
Cleanable Area	1917 SF


## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 5 NORTH

TPA-J005



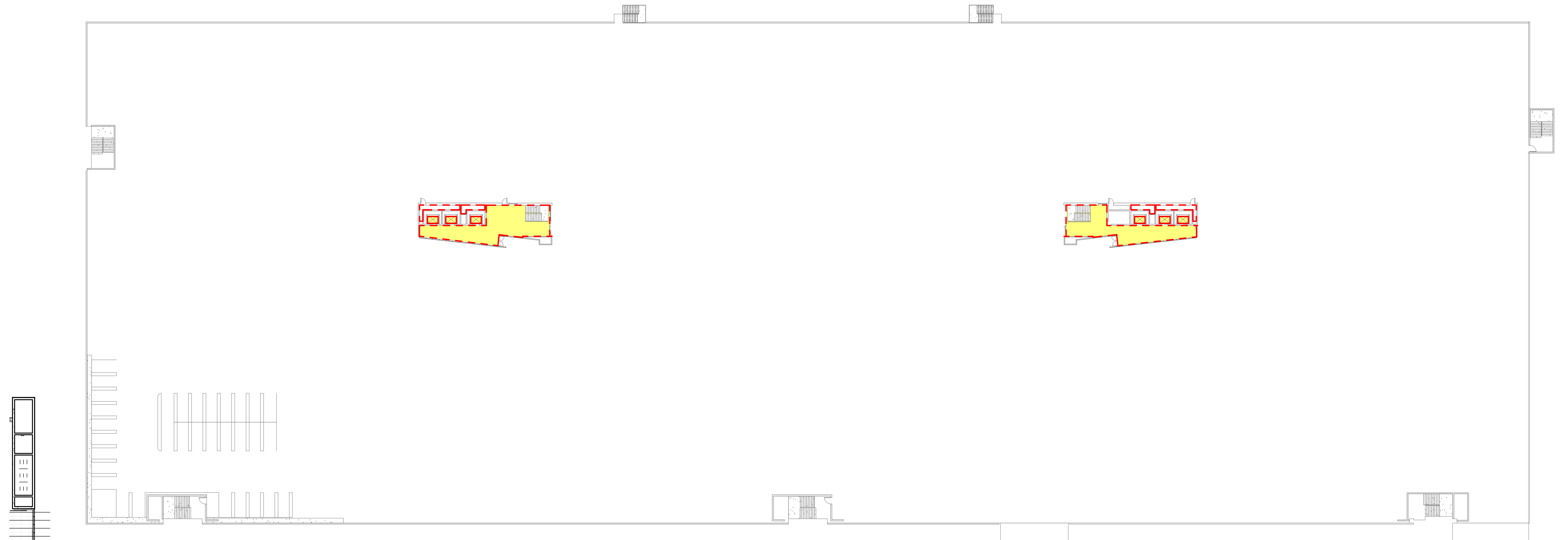
	Cleanable Area
Custom Area	Area
Cleanable Area	1917 SF


## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 6 NORTH

TPA-J006



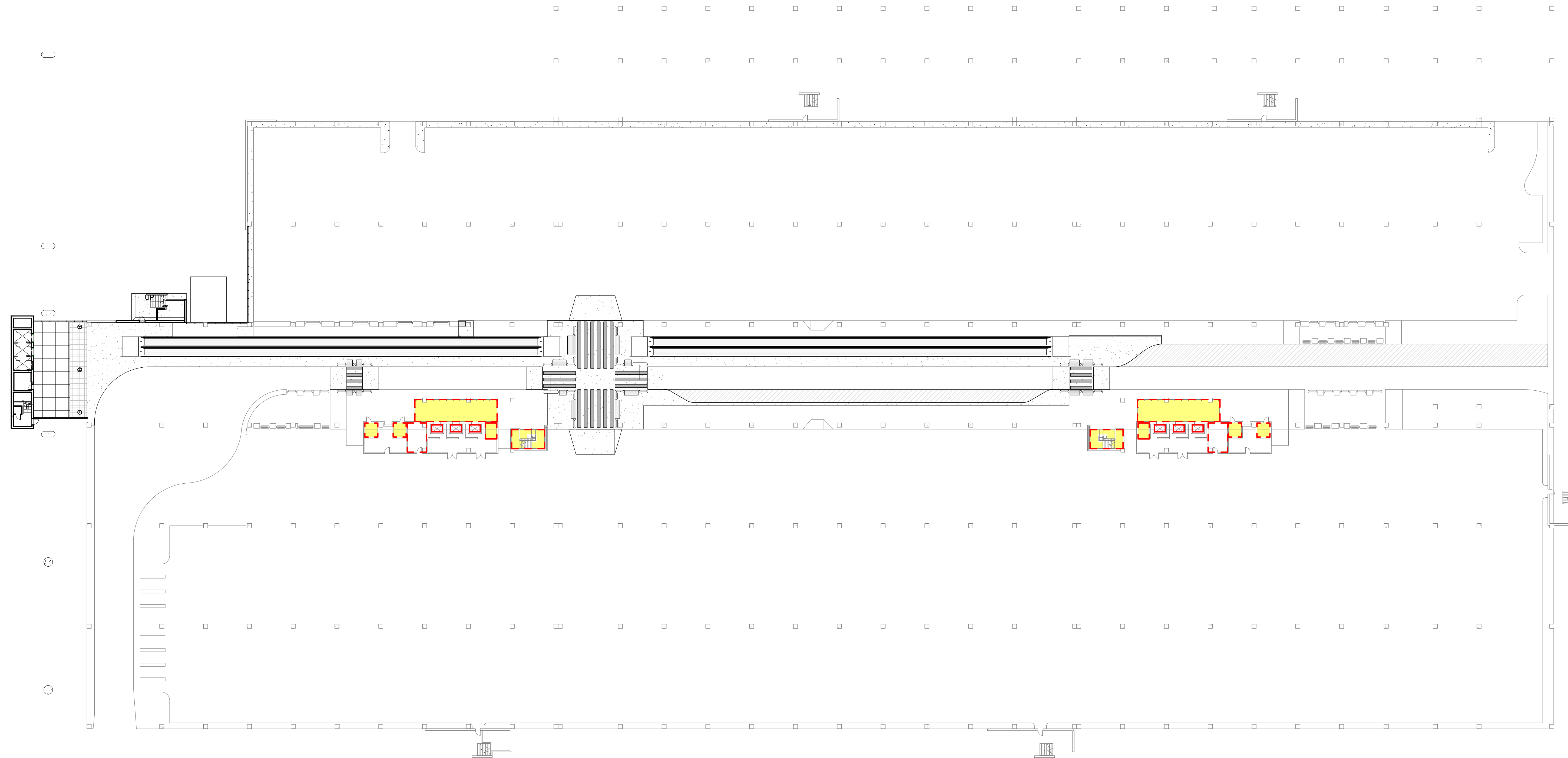
	Cleanable Area	
Custom Area	Area	
Cleanable Area		2393 SF




## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 1 SOUTH

TPA-J007



	Cleanable Area	
	Custom Area	Area
	Cleanable Area	2274 SF

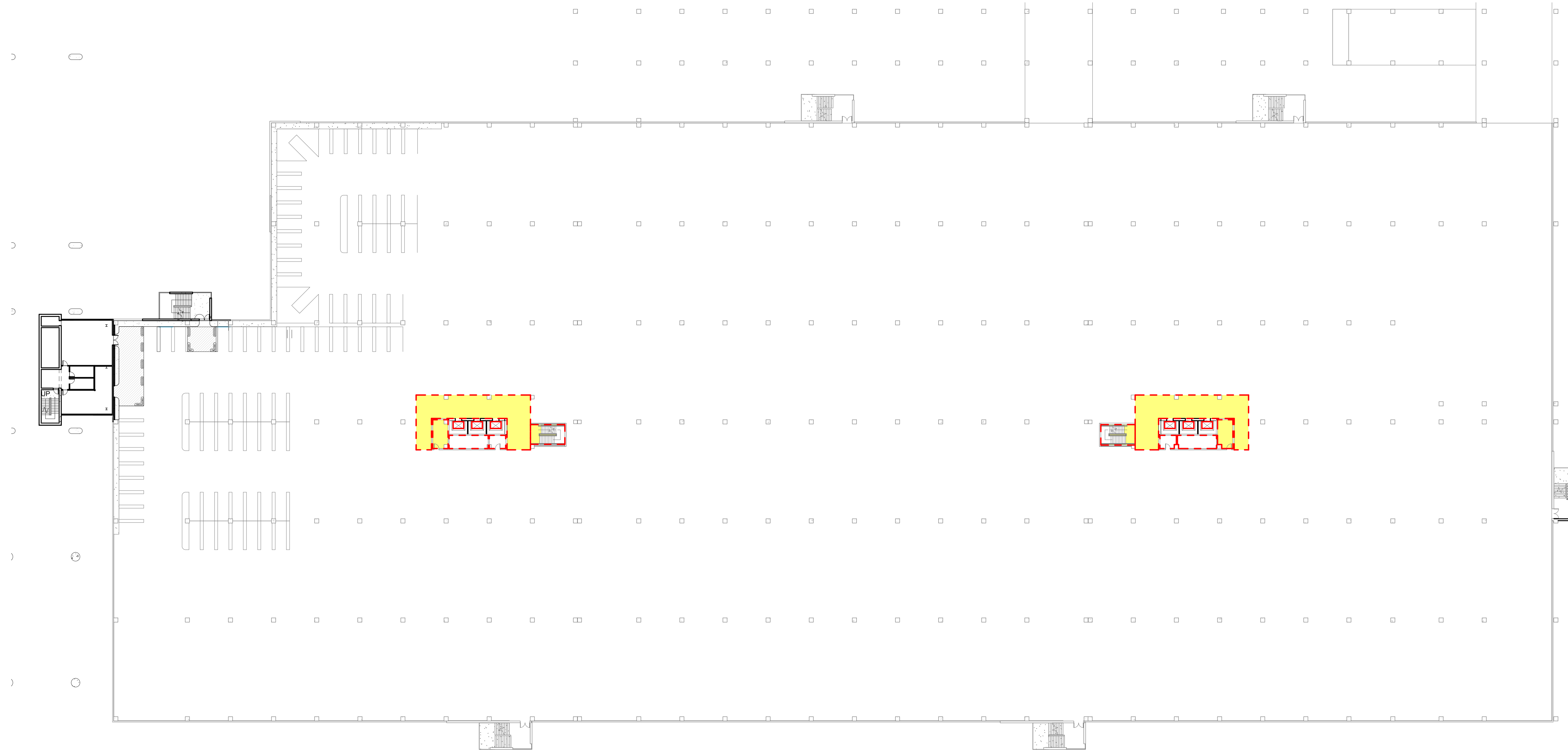
## HILLSBOROUGH COUNTY AVIATION AUTHORITY







# ECONOMY GARAGE - LEVEL 2 SOUTH

TPA-J008



	Cleanable Area
	Area
Cleanable Area	3915 SF

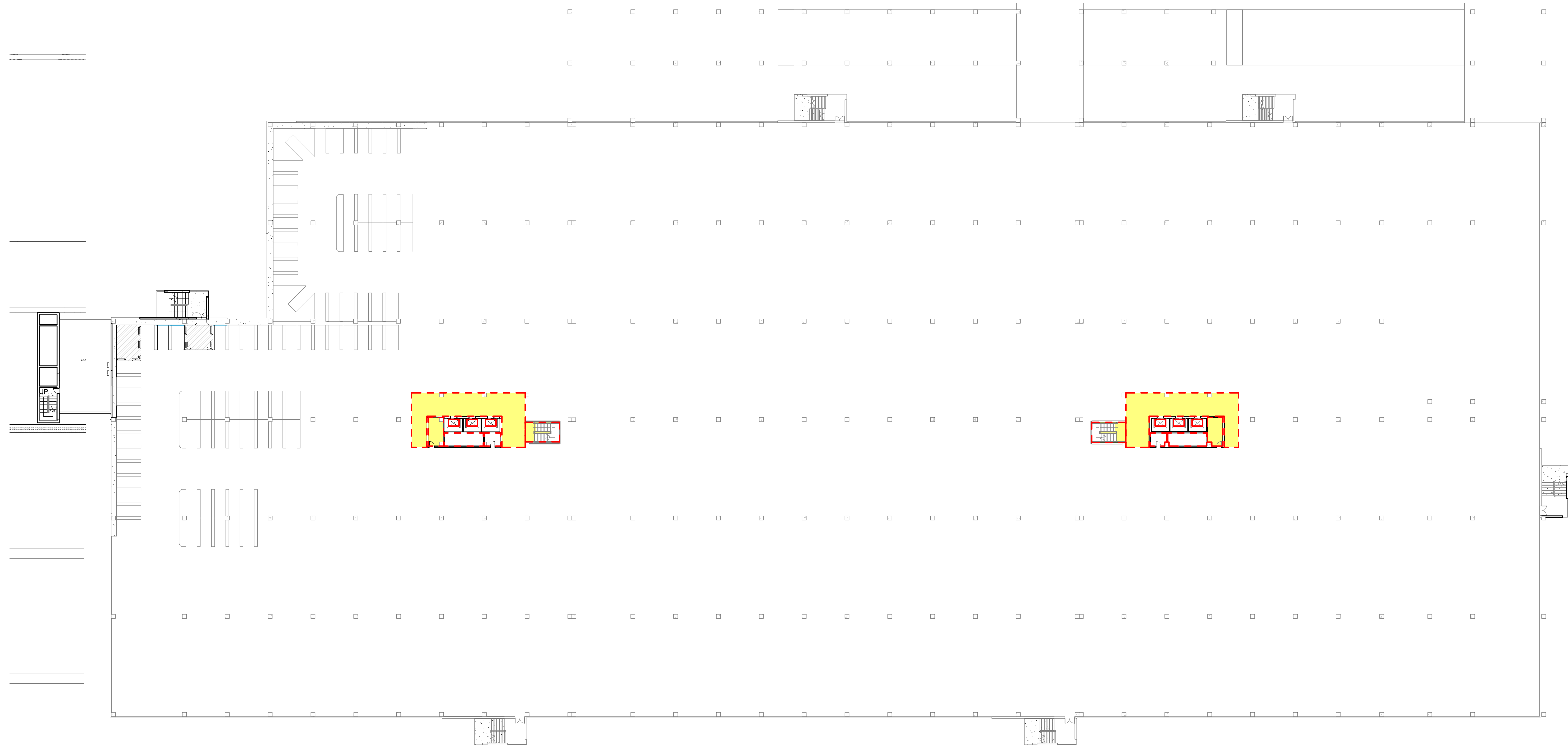
## HILLSBOROUGH COUNTY AVIATION AUTHORITY





# ECONOMY GARAGE - LEVEL 3 SOUTH

TPA-J009



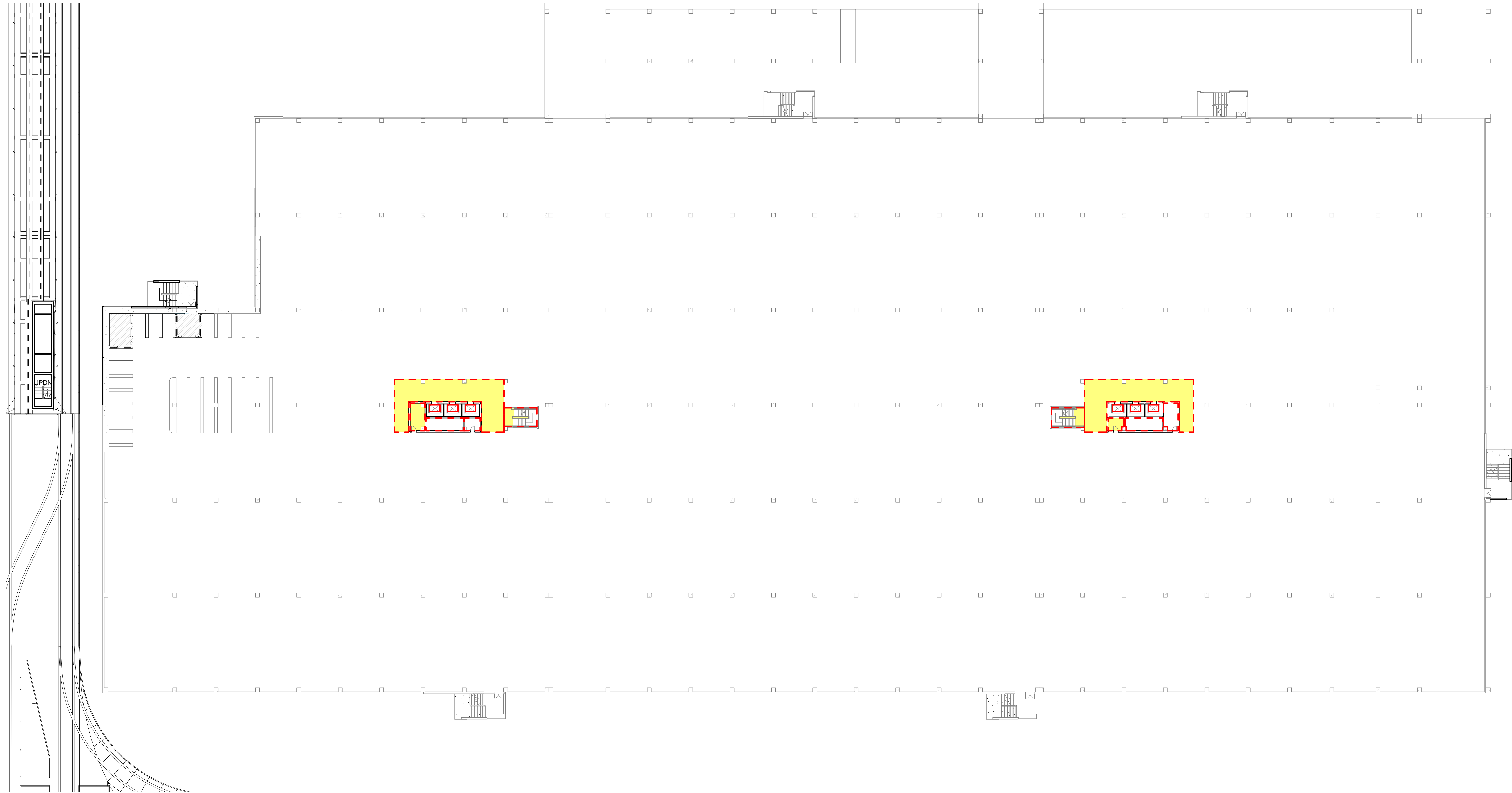
Cleanable Area	
Custom Area	Area
Cleanable Area	3915 SF


## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 4 SOUTH

TPA-J010



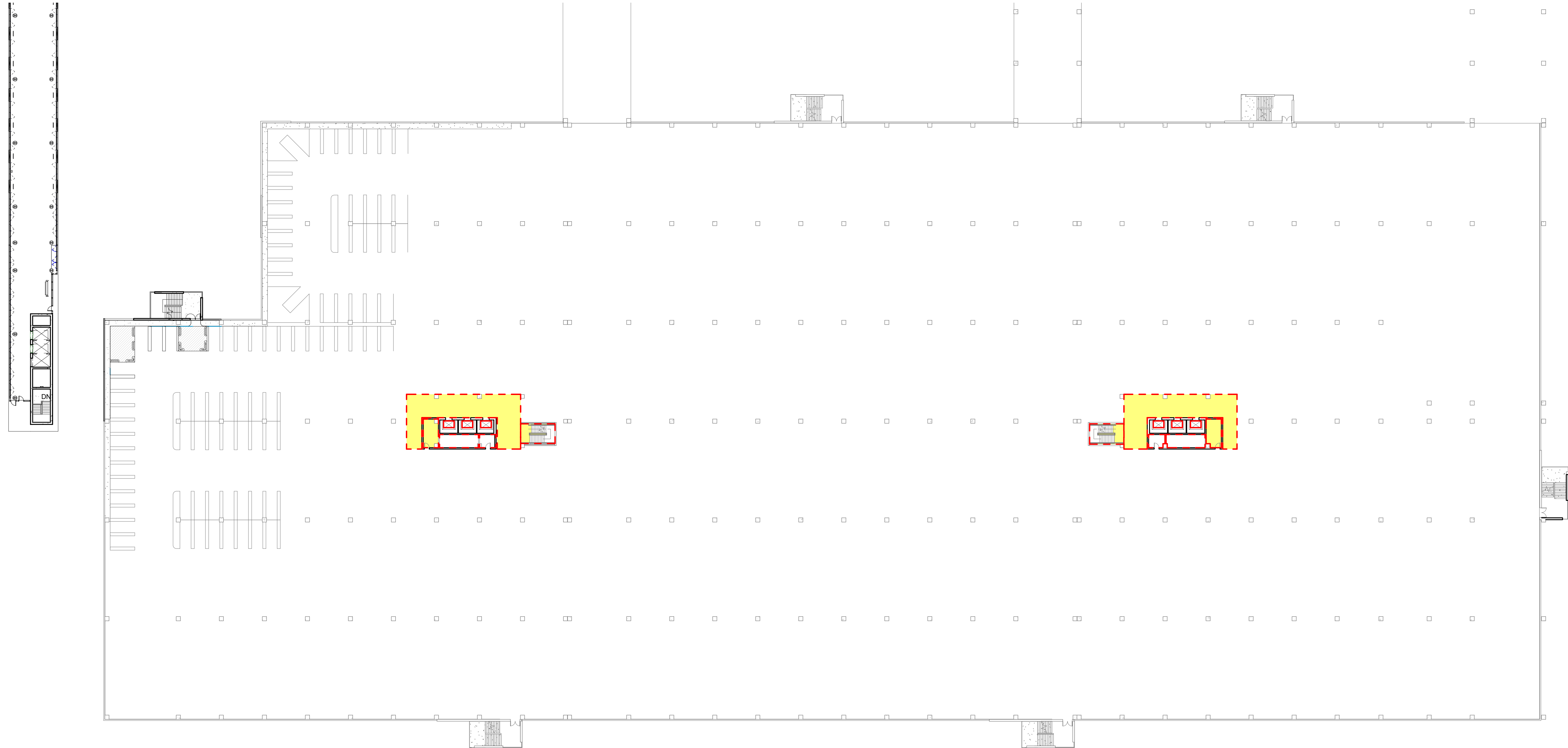
	Cleanable Area
Custom Area	Area
Cleanable Area	3830 SF


## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 5 SOUTH

TPA-J011



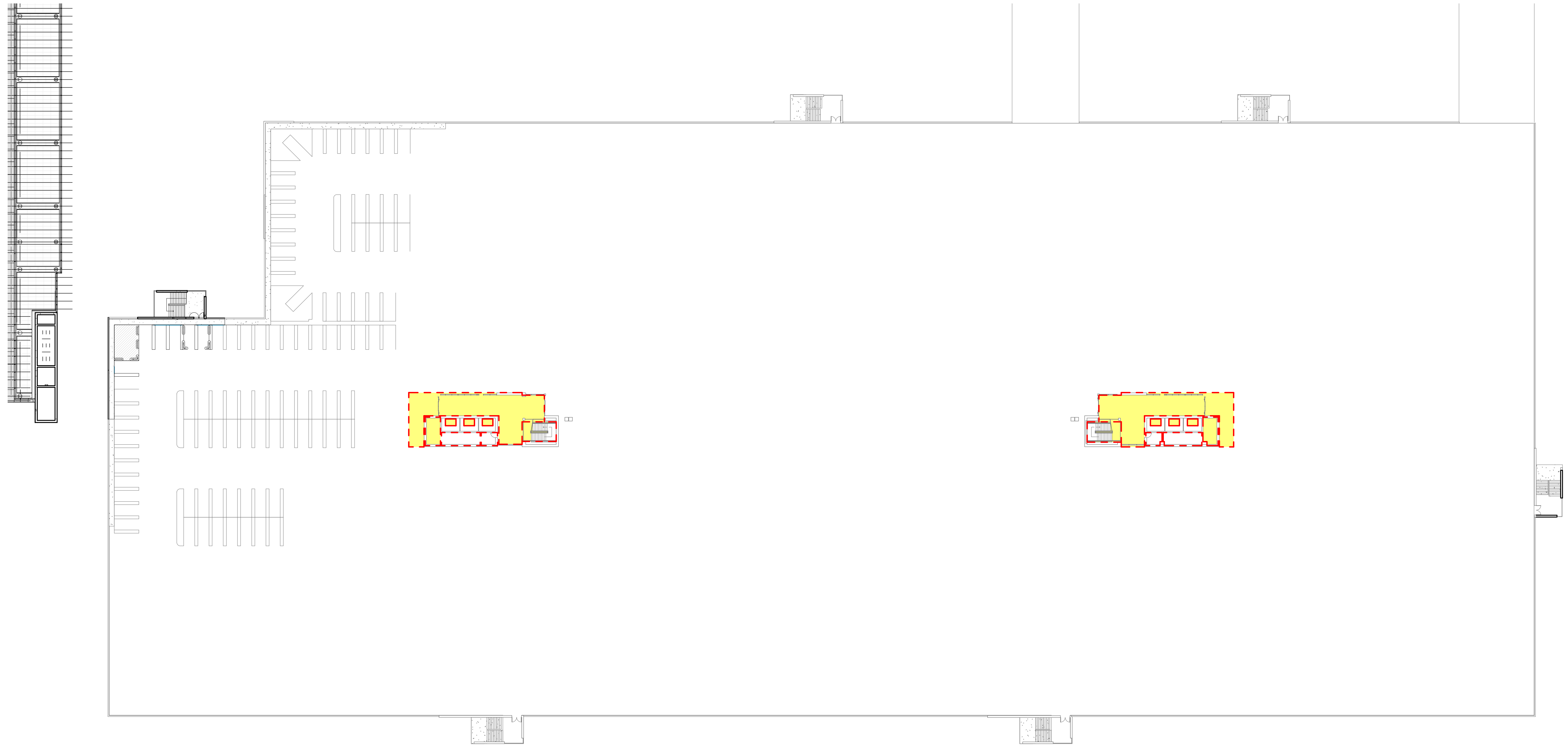
 Cleanable Area	
Custom Area	Area
Cleanable Area	3915 SF


## HILLSBOROUGH COUNTY AVIATION AUTHORITY



# ECONOMY GARAGE - LEVEL 6 SOUTH

TPA-J012



	Cleanable Area
Custom Area	Area
Cleanable Area	4537 SF

## HILLSBOROUGH COUNTY AVIATION AUTHORITY



**Exhibit K  
W/MBE Monthly Utilization Report**

Contract Name Contract Number	Contract Month/Year:	
	Monthly Pay Application #:	
	Submission Date:	
	Contractor's Name:	
	Contractor's Phone #:	
	Contractor's E-mail:	

Please check the box next to the appropriate commitment:      W/MBE

	Amount
Current Monthly Contractual Amount:	
Monthly Extra Work Amount:	
Total Monthly Pay Application Amount:	\$0.00
Previous Cumulative Contractual Amount:	
Total Cumulative Contractual Amount:	\$0.00
W/MBE Expectancy:	20.0%

W/MBE Companies/Suppliers:	W/MBE Payments this Month	W/MBE Payments Previously Paid	W/MBE Cumulative Achievement
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
Total Payments to W/MBEs:	0	0	0
Total W/MBE Achievement:	#DIV/0!		#DIV/0!

Signature & date is required next to appropriate statement below with comment as necessary:	<i>Signature Box (sign &amp; date in applicable box below) (either box A, B or C)</i>	<i>Date</i>
<input type="checkbox"/> Box A There are no changes that will prevent the achievement of the W/MBE expectancy.		
<input type="checkbox"/> Box B There are changes that will prevent the achievement of the W/MBE expectancy (if this statement is applicable, you are required to immediately contact the DBE Program Manager at (813) 870-8738 and provide an explanation below)		
Explanation Area:		
<input type="checkbox"/> Box C This is the final W/MBE accounting		

Janitorial Services Pay Application

Invoice #:                     

Invoice Service Month:                     

Invoice Date:                     

To:	Hillsborough County Aviation Authority 4160 George J. Bean Parkway Administrative Offices Building, Suite 2400 Tampa, FL 33607-1475	Monthly Routine Public Area Cleaning Cost per square foot rate: <b>\$0.0000</b>	Monthly Routine Non-Public Area Cleaning Cost per square foot rate: <b>\$0.0000</b>	Monthly Project Cleaning Cost per square foot rate: <b>\$0.0000</b>	Extra Work hourly rate: <b>\$0.00</b>	Monthly Supplies Cost per Passenger <b>\$0.0000</b>

Account	Location	Public Cleanable Square Feet	Public Routine Cleaning	Non Public Cleanable Square Feet	Non Public Routine Cleaning	Project Cleaning	Approved Extra Work Hours	Approved Extra Work Labor Cost	Approved Extra Work Supplies and Equipment	Estimated Passengers	Prior Monthly Pax Variance Correction	Supplies Cost	Assessed Fees \$500 per Reinspection	Cost Center	Allocation
505-242-211-52311	Main Terminal	465,437	\$0.00	54,104	\$0.00	\$0.00		\$0.00					\$0.00	211	\$123,480.00
505-242-211-52311	Administrative Offices Building	4,498	\$0.00	69,376	\$0.00	\$0.00		\$0.00					\$0.00		
505-242-221-52311	Baggage Sort Facility - Airside A	0	\$0.00	2,178	\$0.00	\$0.00		\$0.00					\$0.00	221	\$2,178.00
505-242-223-52311	Baggage Sort Facility - Airside C	0	\$0.00	455	\$0.00	\$0.00		\$0.00					\$0.00	223	\$455.00
505-242-225-52311	Baggage Sort Facility - Airside E	0	\$0.00	516	\$0.00	\$0.00		\$0.00					\$0.00	225	\$516.00
505-242-226-52311	Baggage Sort Facility - Airside F	0	\$0.00	1,494	\$0.00	\$0.00		\$0.00					\$0.00	226	\$1,494.00
505-242-251-52311	Airside Terminal A	108,714	\$0.00	41,827	\$0.00	\$0.00		\$0.00		0	0	\$0.00	\$0.00	251	\$41,827.00
505-242-253-52311	Airside Terminal C	142,767	\$0.00	33,047	\$0.00	\$0.00		\$0.00		0	0	\$0.00	\$0.00	253	\$33,047.00
505-242-255-52311	Airside Terminal E	113,708	\$0.00	51,646	\$0.00	\$0.00		\$0.00		0	0	\$0.00	\$0.00	255	\$51,646.00
505-242-256-52311	Airside Terminal F	156,636	\$0.00	35,060	\$0.00	\$0.00		\$0.00		0	0	\$0.00	\$0.00	256	\$35,060.00
505-242-319-52311	Shuttle Cars	6,825	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00	319	\$0.00
505-242-415-52311	Economy Parking Garage	36,800	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00	415	\$0.00
505-242-433-52311	CONRAC Common	88,626	\$0.00	698	\$0.00	\$0.00		\$0.00					\$0.00	431	\$698.00
505-242-441-52311	Monorail Cars and Maintenance Shop Offices	1,312	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00		
505-242-441-52311	Short Term Parking Garage	38,765	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00		
505-242-441-52311	Long Term Parking Garage	74,426	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00	441	\$0.00
505-242-441-52311	Cell Phone Waiting Lot	855	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00		
505-242-441-52311	Consolidated Ground	2,856	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00		
505-242-461-52311	Sky Connect Station I	40,641	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00		
505-242-462-52311	Sky Connect Station II	14,575	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00	433	\$0.00
505-242-463-52311	Sky Connect Station III	17,477	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00	461	\$0.00
505-242-511-52311	Central Warehouse	0	\$0.00	6,273	\$0.00	\$0.00		\$0.00					\$0.00	462	\$6,273.00
505-242-511-52311	Federal Inspection Service Air Cargo	0	\$0.00	2,514	\$0.00	\$0.00		\$0.00					\$0.00	463	\$2,514.00
505-242-811-52312	Federal Inspection Service General Aviation	2,710	\$0.00	0	\$0.00	\$0.00		\$0.00					\$0.00	463	\$0.00
505-242-921-52313	Airport Support Facility	0	\$0.00	7,428	\$0.00	\$0.00		\$0.00					\$0.00	463	\$7,428.00
505-242-922-52314	Police Canine Facility	0	\$0.00	2,140	\$0.00	\$0.00		\$0.00					\$0.00	463	\$2,140.00
<b>Totals:</b>		<b>1,317,628</b>	<b>\$0.00</b>	<b>308,756</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$299,188.00</b>	

Note: Attach all approved Extra Work Forms, Passenger Correction Data, Assessed Inspection Fee Forms and W/MBE Form.

Exhibit L  
 Pay Application Form  
**Extra Work Documentation**

Date	Task Description	Labor Hours	Labor Rate	Materials	Total Cost

**Passenger Data Correction**

505-242-251-52311	Airside A	0
505-242-253-52311	Airside C	0
505-242-255-52311	Airside E	0
505-242-256-52311	Airside F	0

### Actual Passengers by Airside

Airline	Airside	Oct 2018			Nov 2018			Dec 2018			Jan 2019			Feb 2019			Mar 2019		
		Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance
Alaska Airlines	A		9,767			14,043			14,598			11,998			11,435			15,297	
Jet Blue Airways	A		92,930			109,822			113,920			103,760			108,538			121,960	
Silver Airways	A		17,886			12,087			11,354			11,911			13,037			15,331	
Spirit Airlines	A		107,505			166,704			190,473			172,176			182,943			258,934	
Sun Country	A		8,367			11,454			15,284			16,943			23,534			31,451	
United Airlines	A		168,382			182,741			188,663			176,831			159,605			204,848	
<b>Airside A Totals</b>		446,247	404,837	(41,410)	446,247	496,851	50,604	446,247	534,292	88,045	446,247	493,619	47,372	446,247	499,093	52,846	446,247	647,821	201,574
Frontier Airlines	C		50,760			89,602			122,964			122,301			116,686			133,591	
Southwest Airlines	C		535,247			609,050			605,640			538,035			525,358			730,291	
<b>Airside C Totals</b>		672,617	586,007	(86,610)	672,617	698,652	26,035	672,617	728,604	55,987	672,617	661,336	(11,281)	672,617	642,044	(30,573)	672,617	863,882	191,265
Air Canada	E		15,205			23,489			29,741			27,952			37,204			49,313	
Delta Airlines	E		277,701			278,031			307,102			283,686			283,245			379,204	
Swift Air	E		2,679			4,331			4,430			2,986			1,618			2,212	
WestJet	E		4,829			10,802			11,564			11,852			11,720			16,284	
<b>Airside E Totals</b>		331,385	300,414	(30,971)	331,385	316,653	(14,732)	331,385	351,837	20,452	331,385	326,476	(4,909)	331,385	333,787	2,402	331,385	447,013	115,628
American Airlines	F		280,810			278,722			282,251			291,251			292,440			336,122	
Air Transat	F					13,206			933			2,547			2,897			4,135	
British Airways	F		14,385			13,206			10,955			10,040			9,612			12,352	
Cayman Airways	F		3,142			3,471			3,645			2,677			2,442			3,811	
Charters	F		0			68			68			0			0			106	
Contour Airlines	F								454			182			253			202	
Copa Airlines	F		5,739			6,335			6,814			6,989			4,846			5,343	
Eastern Airlines	F		0			0			0			0			0			0	
Edelweiss Air	F		3,690			1,881			2,184			1,317			1,122			1,930	
Icelandair	F		4,238			3,988			2,887			1,755			1,531			3,314	
Lufthansa German Airlines	F		10,649			9,647			9,716			8,065			7,795			9,288	
Norwegian Air Shuttle	F		525			4,417			4,856			4,191			3,613			5,023	
World Atlantic Airlines	F		0			0			0			0			0			0	
Xtra Airways	F		0			0			0			0			0			0	
US Airways	F		0			0			0			0			0			0	
<b>Airside F Totals</b>		348,446	323,178	(25,268)	348,446	321,135	(27,311)	348,446	324,763	(23,683)	348,446	329,014	(19,432)	348,446	326,551	(21,895)	348,446	381,626	33,180
<b>Total Passengers:</b>		1,798,695	1,614,436	(184,259)	1,798,695	1,833,291	(34,596)	1,798,695	1,939,496	(140,801)	1,798,695	1,810,445	(11,750)	1,798,695	1,801,475	(2,780)	1,798,695	2,340,342	(541,647)

Airline	Airside	Apr 2019			May 2019			Jun 2019			Jul 2019			Aug 2019			Sep 2019		
		Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance	Estimated	Actual	Variance
Alaska Airlines	A		13,823			14,339			10,993			9,828			9,828				
Jet Blue Airways	A		115,559			105,721			103,320			100,757			98,056				
Silver Airways	A		14,751			15,240			12,725			13,990			12,900				
Spirit Airlines	A		216,654			122,094			116,254			124,647			114,990				
Sun Country	A		20,586			9,931			0			0			0				
United Airlines	A		191,582			195,380			202,608			207,015			188,094				
<b>Airside A Totals</b>		446,247	572,755	126,508	446,247	456,705	10,458	446,247	445,900	(347)	446,247	456,592	10,345	446,247	423,958	(22,289)	446,247	0	(446,247)
Frontier Airlines	C		122,597			83,765			87,588			94,678			86,094				
Southwest Airlines	C		621,984			627,188			591,930			595,088			503,735				
<b>Airside C Totals</b>		672,617	744,581	71,964	672,617	710,953	38,336	672,617	679,518	6,901	672,617	689,766	17,149	672,617	589,829	(82,788)	672,617	0	(672,617)
Air Canada	E		39,064			21,603			13,357			20,932			21,504				
Delta Airlines	E		330,811			338,948			345,621			346,871			331,655				
Swift Air	E		2,099			2,167			4,466			6,748			4,966				
WestJet	E		13,512			8,592			3,591			3,633			3,595				
<b>Airside E Totals</b>		331,385	385,486	54,101	331,385	371,210	39,825	331,385	367,035	35,650	331,385	378,184	46,799	331,385	361,840	30,455	331,385	0	(331,385)
American Airlines	F		301,102			310,070			287,175			298,719			295,482				
Air Transat	F		3,210			3,210			0			0			0				
British Airways	F		14,424			16,674			15,402			16,182			16,940				
Cayman Airways	F		3,362			3,286			3,572			3,891			4,458				
Charters	F		0			1,087			915			220			382				
Contour Airlines	F		148			75			136			97			130				
Copa Airlines	F		4,910			5,117			6,969			7,648			5,107				
Eastern Airlines	F		0			0			0			0			0				
Edelweiss Air	F		3,212			3,536			3,530			4,340			2,937				
Icelandair	F		2,745			461			0			0			0				
Lufthansa German Airlines	F		14,298			13,603			13,288			13,714			13,652				
Norwegian Air Shuttle	F		4,492			5,255			5,755			5,690			5,539				
World Atlantic Airlines	F		0			0			0			0			0				
Xtra Airways	F		0			0			0			0			0				
US Airways	F		0			0			0			0			0				
<b>Airside F Totals</b>		348,446	351,903	3,457	348,446	359,164	10,718	348,446	336,742	(11,704)	348,446	350,501	2,055	348,446	344,627	(3,819)	348,446	0	(348,446)
<b>Total Passengers:</b>		1,798,695	2,054,725	(256,030)	1,798,695	1,898,032	(90,337)	1,798,695	1,829,195	(30,500)	1,798,695	1,875,043	(76,348)	1,798,695	1,720,254	(78,441)	1,798,695	0	1,798,695

Actual Traffic	October	November	December	January	February	March	April	May	June	July	August	September
Airside A	404,837	496,851	534,292	493,619	499,093	647,821	572,755	456,705				
Airside C	586,007	698,652	728,604	661,336	642,044	863,882	744,581	710,953				
Airside E	300,414	316,653	351,837	326,476	333,787	447,013	385,486	371,210				
Airside F	323,178	321,135	324,763	329,014	326,551	381,626	351,903	359,164				
	1,614,436	1,833,291	1,939,496	1,810,445	1,801,475	0	2,340,342	2,054,725	0	1,898,032	0	0

Variance	October	November	December	January	February	Total Variance
Airside A	(41,410)	50,604	88,045	47,372	52,846	197,457
Airside C	(86,610)	26,035	55,987	(11,281)	(30,573)	(46,442)
Airside E	(30,971)	(14,732)	20,452	(4,909)	2,402	(27,758)
Airside F	(25,268)	(27,311)	(23,683)	(19,432)	(21,895)	(117,589)
	(184,259)	34,596	140,801	11,750	2,780	5,668



# **Customs and Border Protection**

## **Tampa International Airport**

**Ground Floor of Airside F**

**Phone: (813) 676-4590**

# **Airport Security Program**

## **Standard Operating Procedures**

**( October / 2019 )**

## **Request for Access to CBP Regulated Area**

### **Employer Requirements and Responsibilities**

1. **Post a continuous Type 1 bond –**
2. The bond is obtained from a Department of Treasury authorized surety company (see [www.cbp.gov](http://www.cbp.gov) – Trade/Revenue/Bonds for further information). The face value of the bond depends upon how many employees will require access to the FIS security area:

Less than 15	-	\$25,000
Between 15 and 25	-	\$50,000
More than 25	-	\$100,000

  - Violations of the Airport Security Program will subject an employer to liquidated damages of \$1,000 per violation.
3. **Submit a letter on company letterhead** ( addressed to: CBP Coordinator, Airport Security Program) that:
  - 1) designates three individual to act as the company’s point of contact for the CBP Airport Security program.
  - 2) designates up to three individuals as authorized signatories for access requests of CBP regulated area access.
4. **Submit a letter, signed by one of the designated signatories, for each employee requesting access to CBP regulated area.** Said letter must contain:
  - Statement that a background verification for the past five years has been completed by the company
  - Full name and address of the employee
  - Social security number of the employee
  - Date of birth of the employee
  - Alien registration number of the employee, if not a U.S. citizen, and copy of Alien registration Card or Employment Authorization, front and back
  - Description of the duties the employee will perform
  - Original signature of authorized company representative
5. **Retain records of background investigations conducted on employees** for a period of one-year following the termination of employment. (To be available to CBP, upon request.)

6. **Advise and instruct all employees of the requirements and responsibilities of possessing access to CBP regulated areas** (as found in “Employee Requirements and Responsibilities”). Monitor all employees in order to ensure that they remain in compliance with all CBP orders, rules, regulations, directives and memos governing their behavior while in a CBP regulated area.
7. **Ensure that access to the CBP Federal Inspection Station ( FIS ) areas is not transferred from one identification badge to another without CBP authorization**, even if for the same employee. Failure to follow this policy will result in penalty action.
8. **Advise CBP in writing, within 24 hours, of a “Change of Circumstance”**. When an employer becomes aware of any change in the circumstance of an employee, the employer must immediately advise CBP in writing of that fact ( Even though the employee may have separately reported said “change of circumstance” ). **Should an employee no longer be employed in the position for which he or she was provided access, the employer must return the HCAA-issued ID badge ( within 24 hours ) to the HCAA Badging Office, for removal of CBP access.**
9. **Maintain responsibility for the certification and maintenance of the documents** as required in Sections 122.181 through 122.189 of the Code of Federal Regulations (CFR).
10. **Submit Quarterly Reports addressed to the CBP Coordinator, Airport Security Program**, listing all employees who have authorized CBP access. This report must also separately list any employees who have been added or deleted from the previous list submitted. Quarterly reports are due the first day of January, April, July and October ( To reflect the three-month period prior to each of these months ). **Failure to submit quarterly reports will result in the cessation of access to CBP regulated areas for your company and may result in the issuance of liquidated damages.**
11. **Ensure the above guidelines are followed for all employees requiring access to:**
  - **The CBP FIS area,**
  - **The ramp areas around any arriving international aircraft,**
  - **The interior of any arriving international aircraft ( To include those pre-cleared by CBP in a foreign country ).**

## **Application Procedures to Request Access into CBP Regulated Area's**

**Employers will initially drop applications off at the  
Hillsborough County Aviation Authority Badging Office**

### **New Applicants**

The following information will be provided for each employee requesting access to CBP regulated area's:

- CBP Form (CF) 3078 – completed in its entirety by the employee
- “Additional Instructions” form signed by employee
- One recent passport size photo attached to the CF 3078
- Copy of Criminal History Records Check
- Letter on company letterhead requesting issuance of CBP access. This letter must contain:
  - Statement that a background verification for the past five years has been completed by the company
  - Full name and address of the employee
  - Social security number of the employee (copy of Social Security card)
  - Date of birth of the employee
  - Description of the duties that the employee will perform
  - Original signature of authorized company representative
  - If the employee is born outside of the U.S (Question # 11 on the CF 3078), proof of U.S. Citizenship, Legal Permanent Residency or Work Authorization must be provided with the application. A photocopy of the employee's proof of citizenship, legal residency or work authorization must be provided with the application, to include any information on the reverse side of the document
    - Examples of proof of U.S. Citizenship are; Birth Certificate or Naturalization Certificate
    - Examples of Legal Permanent Residency are; Alien Registration Card or Authorized Work Permit

### **Renewals**

All requirements for a new application apply, with the exception of the submission of the Criminal History Records Check (provided it is previously on file with CBP).

### **Denial of Access**

In the event of a denial of access, the employee will receive notification in writing, which will include the basis of the denial and instructions as to how the denial

may be appealed. The employer will also receive notification of the denial in writing, however, no information regarding the basis of the denial may be provided to the employer.

### **EMPLOYEE REQUIREMENTS AND RESPONSIBILITIES**

- Report the loss or theft of an HCAA-issued ID badge with CBP access or a CBP-issued access seal to CBP in writing within 24 hours
- Report any change of circumstance (i.e., an arrest or conviction for a disqualifying offense – See “Disqualifying Offenses for CBP Regulated Area Access”) to CBP in writing within 24 hours
- In the case of an arrest, the employee must notify CBP in writing within 5 calendar days of the final disposition of that arrest or prosecution
- In the case of a suspension of an employee’s HCAA-issued ID badge, employee must notify CBP in writing within 24 hours of the suspension and the basis for the suspension
- Be cognizant and comply with all CBP regulations, as related to employee conduct. Typical examples of employee violation are listed as follows (these serve only as an example and are not to be considered all-inclusive):
  - Entry into a CBP regulated access area without CBP authorization.
  - Entry into a CBP regulated access area for a purpose other than to perform work duties, as described by the employer.
  - Use of CBP granted access by person other than the original recipient.
  - Failure to report “change in circumstance” in writing to CBP.
  - Failure to report loss or theft of HCAA-issued ID Badge, with CBP access, in writing to CBP.
  - Failure to produce and/or surrender CBP-granted access ID badge, upon request by CBP
  - Refusal to follow CBP regulations.

## **Disqualifying Offenses for Access to CBP Regulated Area**

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violation (49 U.S.C. 46306),
2. Interference with air navigation (49 U.S.C. 46308),
3. Improper transportation of a hazardous material (49 U.S.C. 46312),
4. Aircraft piracy in the special aircraft jurisdiction of the United States (49 U.S.C. 46502(a)),
5. Interference with flight crew members or flight attendants (49 U.S.C. 46504),
6. Commission of certain crimes aboard aircraft in flight (49 U.S.C. 46505),
7. Carrying a weapon or explosive aboard aircraft (49 U.S.C. 46506),
8. Conveying false information and threats (49 U.S.C. 46507),
9. Aircraft piracy outside the special aircraft jurisdiction of the United States (49 U.S.C. 46502(b)),
10. Lighting violations involving transportation of controlled substances (49 U.S.C. 46315),
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements (49 U.S.C. 46314),
12. Destruction of an aircraft or aircraft facility (18 U.S.C. 32),
13. Murder,
14. Assault with intent to murder,
15. Espionage,
16. Sedition,
17. Kidnapping or hostage taking,
18. Treason,
19. Rape or aggravated sexual abuse,

20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon,
21. Extortion,
22. Armed or felony unarmed robbery,
23. Distribution of, or intent to distribute, a controlled substance,
24. Felony arson,
25. Felony involving:
  - (A) A threat,
  - (B) Willful destruction of property,
  - (C) Importation or manufacture of a controlled substance,
  - (D) Burglary,
  - (E) Theft,
  - (F) Dishonesty, fraud, or misrepresentation,
  - (G) Possession or distribution of stolen property,
  - (H) Aggravated assault,
  - (I) Bribery,
  - (J) Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year.
26. Violence at an airport serving international civil aviation (18 U.S.C. 37),
27. Embezzlement,
28. Perjury,
29. Robbery,
30. Crimes associated with terrorist activities,
31. Sabotage,
32. Assault with a deadly weapon,
33. Illegal use or possession of firearms or explosives,
34. Any violation of a U.S. immigration law,
35. Any violation of Customs & Border Protection ( CBP ) law or any other law administered or enforced by CBP involving narcotics or controlled substances, commercial fraud, currency or financial transactions, smuggling, failure to report, or failure to declare, any adverse criminal activity during or after the application process,

36. Any Federal Aviation Authority ( FAA ), Hillsborough County Aviation Authority ( HCAA ) or Transportation Security Administration ( TSA ) airport security violations,

37. Conspiracy or attempt to commit any of these offenses or acts.