

AFTER RECORDING RETURN TO:

Thurston County
Central Services Department
2000 Lakeridge Drive SW
Olympia, Washington 98502-6045

Lease No. 025-2017-633-989-000

Page 1 of 10
Date: March 29, 2018

LEASE

THIS LEASE is made and entered into between Thurston County, a municipal corporation whose address is 2000 Lakeridge Drive SW, Olympia, Washington 98502-6045, for its heirs, executors, administrators, successors, and assigns, hereinafter called the Lessor, and, **Thurston 911 Communications (TCOMM911)**, whose address is 2703 Pacific Avenue SE, Suite A, Olympia, Washington 98501, hereinafter called the Lessee.

WHEREAS, Thurston County is granted authority to lease property under Thurston County Code 2.104.030;

WHEREAS, the Lessor and Lessee deem it to be in the best public interest to enter into this Lease;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, IT IS MUTUALLY AGREED AS FOLLOWS:

LEASED PREMISES

1. The Lessor hereby leases to the Lessee the following described premises:

Tax Parcel Number: 09840020000

Common Street Address: 2703 Pacific Avenue, Suite A, Olympia, Washington 98501

Lessee is leasing approximately 9,179 square feet of the 19,083 space with on-site parking stalls, legally described as Smith Donation Land Claim NKA Tract A BLA 963526 3086948.

USE

2. The premises shall be used by Lessee and/or its other agencies for the following purpose(s):
Emergency Response Coordination.

TERM

3. TO HAVE AND TO HOLD the premises with their appurtenances for the term beginning on the date last signed and ending December 31, 2023.

RENTAL RATE

4. The Lessee shall pay rent to the Lessor for the premises at the following rate: \$15,969.55 per month, pursuant to the 2018 rates for Central Services facilities services as adopted by the Thurston County Board of County Commissioners on December 12, 2017, for the total annual rate of \$191,634.60.

4.1. The rate shall be re-calculated by the Lessor annually. The Lessor shall notify the Lessee of any rate changes a minimum of 30 days prior to the effective date of any rate change.

4.2. Payment shall be made by the Lessee at the end of each month upon receipt of invoice.

4.3. A portion of the rental rate shall be set aside by the Lessor and applied to a reserve fund account. The reserve fund account shall be used exclusively for major maintenance and renewal of infrastructure, building and its components. Upon termination of the lease the Lessee shall be refunded the portion of the contribution to the reserve account that was not used.

EXPENSES

5. During the term of this Lease, Lessor shall pay property assessments, insurance, storm water, water, sewer, garbage collection, natural gas, electricity, elevator service, exterior and interior window cleaning, landscape and irrigation water, restroom supplies, light bulb replacement, custodial services as additionally detailed in Attachment A attached hereto and incorporated herein by reference.

MAINTENANCE AND REPAIR

6. The Lessor shall maintain the premises in good repair and tenantable condition during the continuance of this Lease, except in case of damage arising from the negligence of the Lessee's clients, agents or employees. For the purposes of maintaining and repairing the premises, the Lessor reserves the right at reasonable times to enter and inspect the premises and to make any necessary repairs to the building. Lessor's maintenance and repair obligations shall include (see additional detail in Attachment A,) but not be limited to, the mechanical, electrical, interior lighting (including replacement of ballasts, starters and fluorescent tubes as required), plumbing, heating, ventilating and air-conditioning systems (including replacement of filters as recommended in equipment service manual); floor coverings; window coverings; elevator; inside and outside walls (including windows and entrance and exit doors); all structural portions of the building (including the roof and the watertight integrity of same); porches, stairways; sidewalks; exterior lighting; parking lot (including snow removal, cleaning and restriping as required); wheel bumpers; drainage; landscaping and continuous satisfaction of all governmental requirements generally applicable to similar office buildings in the area (example: fire, building, energy codes, indoor air quality and requirements to provide architecturally barrier-free premises for persons with disabilities, etc.)

RENEWAL/CANCELLATION

7. At the discretion of the Lessor the Lease term may be renegotiated for an additional five (5) years.

PAYMENT

8. Any and all payments provided for herein when made to the Lessor by the Lessee shall release the Lessee from any obligation therefor to any other party or assignee.

COMPLIANCE WITH STATE/FEDERAL LAWS

9. Lessor is responsible for complying with all applicable provisions of the Americans With Disabilities Act of 1990 (42 U.S.C. 12101- 12213) and the Washington State Law Against Discrimination, Chapter 49.60 RCW, as well as the regulations adopted thereunder, with respect to the Leased Premises.

MODIFICATION

10. No amendment, modification or renewal shall be made to this Lease unless set forth in writing, signed by both parties and shall not be binding until fully executed by both parties.

FIXTURES

11. The Lessee, upon the written authorization of the Lessor, shall have the right during the existence of this Lease, to make alterations, attach fixtures, and erect additions, structures or signs, in or upon the premises hereby leased. Such alterations, fixtures, additions, structures and signs shall be authorized only by the Thurston County Central Services Director (such permission shall not be unreasonably withheld). Performance of any of the rights authorized above shall be conducted in compliance with all applicable governmental regulations, building codes, including obtaining any necessary permits. Any fixtures, additions, or structures so placed in or upon or attached to the premises shall be and remains the property of the Lessee and may be removed therefrom by the Lessee upon the termination of this Lease. Any damage caused by the removal of any of the above items shall be repaired by the Lessee.

ALTERATIONS/IMPROVEMENTS

12. In the event the Lessee requires alterations/improvements during the term of this Lease, any renewals and/or modifications thereof, the Lessor shall have the right to provide such services. If required by state law the Lessor shall pay prevailing rate of wage to all workers, laborers or mechanics employed to perform such work as well as comply with the rules and regulations of the Department of Labor and Industries. If the Lessee considers Lessor's proposed costs for alterations/ improvements excessive, Lessee shall have the right, but not the obligation, to request and receive at least two independent bids; and the Lessee shall have the right at its option to select one alternative contractor whom the Lessor shall allow to provide such services for the Lessee in compliance with the Lessor's building standards and operation procedures. To ensure the long term viability of the building and its use, by June of each year the Lessor will meet with the Lessee to describe the Lessors plan for major maintenance and renewal of infrastructure, building and components. The Lessor shall prepare a listing (see Attachment B) of the various potential work projects, taking into consideration the feedback provided by Lessee.

PREVAILING WAGE

13. Lessor agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this Lease when required by state law to do so, and to comply with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Lease will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are by reference made a part of this Lease as though fully set forth herein.

DISASTER

14. In the event the leased premises are destroyed or injured by fire, earthquake or other casualty so as to render the premises unfit for occupancy, and the Lessor(s) neglects and/or refuses to restore said premises to their former condition, then the Lessee may terminate this Lease and shall be reimbursed for any unearned rent that has been paid. In the event said premises are partially destroyed by any of the aforesaid means, the rent herein agreed to be paid shall be abated from the time of occurrence of such destruction or injury until the premises are again restored to their former condition, and any rent paid by the Lessee during the period of abatement shall be credited upon the next installment(s) of rent to be paid. It is understood that the terms "abated" and "abatement" mean a pro rata reduction of area unsuitable for occupancy due to casualty loss in relation to the total rented area.

NO GUARANTEES

15. It is understood that no guarantees, express or implied, representations, promises or statements have been made by the Lessee unless endorsed herein in writing. And it is further understood that this Lease shall not be valid and binding upon Thurston County, unless same has been approved by the Thurston County Central Services Director or his or her designee and approved as to form by the Office of the Prosecuting Attorney, or his or her designee.

REIMBURSEMENT FOR DAMAGE TO PREMISES

16. The Lessee hereby agrees to reimburse the Lessor for damages caused by the negligence of its employees, clients and agents, but in no event shall this paragraph be construed as diminishing the Lessor's duty to make repairs as set forth in preceding paragraphs of this Lease, or as making Lessee responsible for the repair of normal wear and tear.

HAZARDOUS SUBSTANCES

17. Lessor warrants to the best of his/her knowledge that no hazardous substance, toxic waste, or other toxic substance has been produced, disposed of, or is or has been kept on the premises hereby leased which if found on the property would subject the owner or user to any damages, penalty, or liability under any applicable local, state or federal law or regulation.

17.1 Lessee shall indemnify and hold harmless the Lessor with respect to any and all damages, costs, attorneys' fees, and penalties arising from the presence of any hazardous or toxic substances on the premises that are placed on the premises by the Lessee.

ADDITIONAL LEASE PROVISIONS

18. It is agreed that the Lessor shall, at Lessor's sole cost and expense, on or before N/A, complete in a good and workmanlike manner, the following items:

- a) No items

CONDEMNATION

19. If any of the premises or the Building, as may be required for the reasonable use of the premises, are taken by eminent domain, this Lease shall automatically terminate as of the date Lessee is required to vacate the

premises and all rentals shall be paid to that date. In case of a taking of a part of the premises, or a portion of the Building not required for the reasonable use of the premises, at Lessee's determination, then the Lease shall continue in full force and effect and the rental shall be equitably reduced based on the proportion by which the floor area of the premises is reduced, such rent reduction to be effective as of the date possession of such portion is delivered to the condemning authority. Lessor reserves all rights to damages and awards in connection therewith, except Lessee shall have the right to claim from the condemning authority the value of its leasehold interest and any relocation benefits.

INSURANCE

20. Lessee shall, at all times during term of the Lease, at its sole cost and expense, buy and maintain insurance of the types and amounts listed below. Failure to buy and maintain the required insurance may result in the termination of the Lease at the Lessor's direction.

20.1 All insurance and surety bonds should be issued by companies admitted to do business within the State of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports. Any exception shall be reviewed and approved by the Risk Manager for Thurston County, before the contract is accepted. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC. Participation in a self-insured, governmental risk pool shall satisfy the conditions set forth in this section.

20.2 Lessee shall maintain general liability (CGL) insurance, and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit.

20.3 CGL insurance shall be written on ISO occurrence form CG 00 01 (or substitute form providing equivalent coverage). All insurance shall cover liability arising out of premises, operations, independent contracts, products-completed operations aggregate limit of at least two times the "each occurrence" limit.

20.4 CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability arising out of premises, operations, independent contracts, product-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation on insured's (cross liability) condition.

DISPUTES

21. In the event that a dispute arises under this Lease, it shall be determined by a three-member Dispute board in the following manner: Each party to this Lease shall appoint a member to the dispute board. The members so appointed shall jointly appoint a third member to the dispute board. The dispute board shall evaluate the facts, Lease terms and applicable statutes and rules and make a determination of the dispute. The determination of the dispute board shall be final and binding on the parties hereto.

DEFAULT BY EITHER PARTY

22. Should either party breach the terms of this Lease, the parties agree to the following:
- a. The non-breaching party shall provide written notice and a reasonable opportunity for the breaching party to cure. A reasonable time shall be deemed to be fifteen business days upon receipt of notification of breach, unless the alleged breach is an emergency maintenance issue

- requiring immediate attention in which case, reasonable opportunity to cure shall be deemed to be twenty-four hours.
- b. If the breaching party does not cure within a reasonable time the non-breaching party may cure the default, and, if applicable, recover the costs incurred in curing the default. If the non-breaching party is the Lessee, the Lessee may deduct all costs incurred from rent owed to Lessor. If the non-breaching party is the Lessor, Lessor will submit properly executed vouchers and proof of payment to Lessee and Lessee shall remit payment to Lessor as soon as is practicable.
 - c. If the Lessee elects to cure the breach of the Lessor, Lessor shall defend, save, and hold harmless the Lessee, its authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever arising out of or in connection with such cure. Lessor further agrees to defend Lessee, its agents, or employees, in any litigation, including the payment of any costs or attorneys' fees, for any claims or action commenced thereon arising out of or in connection with acts or activities associated with the cure of said breach.
 - d. The non-breaching party is under no obligation to cure the default of the breaching party. If the non-breaching party does not cure the default, the non-breaching party may pursue its legal and contractual remedies against the breaching party. The non-breaching party's failure to cure the breaching party's default does not waive the non-breaching party's rights to relief.
 - e. Should any action be initiated by the non-breaching party to recover costs associated with curing the breaching party's default, the breaching party shall be required to pay the costs incurred by the non-breaching party in curing the default, together with the reasonable attorney's fees and costs associated with such action if the non-breaching party prevails.
 - f. Both parties warrant and represent that they will only make claims of breach in good faith. Any claim of breach made in bad faith will itself constitute a breach, entitling the non-breaching party to the costs associated with such bad faith claim. A claim shall be considered to be brought in bad faith when no credible evidence can be brought forth to support it.

MONTH TO MONTH TENANCY

23. If Lessee remains in possession of the premises after the expiration or termination of the Lease Term, or any extension thereof, such possession by Lessee shall be deemed to be a month-to-month tenancy, terminable as provided by law. During such month-to-month tenancy, Lessee shall pay all rent provided in this Lease or such other rent as the parties mutually agree in writing and all provisions of this Lease shall apply to the month-to-month tenancy, except those pertaining to term and option to extend.

INDEMNIFICATION

24. Each party hereto shall be responsible for its own wrongful and/or negligent acts or omissions, and Those of its officers, agents, employees, volunteers, and licensees to the fullest extent required by law. Each party hereto shall indemnify and hold harmless the other party from any claim, loss, damage, or injury arising therefrom.

In the case of wrongful or negligent acts or omissions on the part of more than one party, any Damages allowed shall be levied in proportion to the percentage of fault attributable to each party. Each party hereto shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to that other party.

CAPTIONS

25. The captions and paragraph headings hereof are inserted for convenience purposes only and shall not be deemed to limit or expand the meaning of any paragraph.

NOTICES

26. Wherever in this Lease written notices are to be given or made, they will be delivered to the address below. Such notices shall be delivered by courier using standard overnight weekday delivery, or in person. With advance notification a different address may be designated in writing and agreed to by both Parties.

LESSOR: Thurston County
ATTN: Central Services Department
2000 Lakeridge Drive SE
Olympia, Washington 98502-6045

LESSEE: Thurston 911 Communications
ATTN: *KEITH FLEWELLING*
2703 Pacific Avenue SE, Suite A
Olympia, Washington 98501

IN WITNESS WHEREOF, the parties subscribe their names.

Thurston 911 Communications

By: *[Signature]*
Printed Name: *Keith Flewelling*
Title: *Executive Director*
Date: *4/11/2018*

Thurston County

By: *[Signature]*
Printed Name: Martin D. Casey
Title: Director, Central Services Department
Date: *4/30/18*

Approved as to form:

JON TUNHEIM
PROSECUTING ATTORNEY

By: *[Signature]*
Scott Cushing, Deputy Prosecuting Attorney II
Date: *4/5/18*

LEASE
THURSTON 911 COMMUNICATIONS

ATTACHMENT A
Custodial, Information Technology and Maintenance and Repair Services

In addition to the items stated in Sections 5 and 6 of this Lease, the following items are described in further detail on the pages following, and are attached to and hereby incorporated into this document:

Custodial Services: Daily services are included on the list A-1, attached.

Maintenance and Repair: Services are included on the list A-2, attached.

In addition to the items on list A-2, service at this facility will include service or replacement to kitchen appliances (to include microwave, refrigerator, oven/cooktop and appliance supplies such as refrigerator water filters).

One software license for GIS software is included.

LEASE
THURSTON 911 COMMUNICATIONS

ATTACHMENT B
Potential Work Projects

The list of the various potential work projects for 2018 are as follows:

\$100,000 HVAC for basement
Carpet replacement in phone room
Card key security system
Main floor carpet replacement

For 2019 the list as of this date includes:
HVAC for phone room

Funding for projects proposed by Lessor for major maintenance and renewal work to be performed on the building are subject to approval by The Thurston County Board of County Commissioners. Lessor cannot guarantee implementation of any work in the year proposed or any future year until/unless the project funding is approved by The Board.

ATTACHMENT A-1

Emergency Services			
General Cleaning Services:			
Dust, wipe, spot clean, and remove finger prints to include: (Daily / Weekly)			
	Description of Cleaning Activity		1 X Week
1	Reception area tables, counters, chairs, and windows		M W F
2	Copy room counters & tables		M W F
3	Glass Doors *Entry glass 5 X a week		M W F
4	Elevator walls and hand rails		M W F
5	Spot clean all smudges, stains and spills as needed on any flooring or open surface		M W F
6	Remove cobwebs		M W F
Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)			
	Description of Cleaning Activity		1 X Week
1	Light switches		T
2	Door handles		T
3	Stair walls and hand rails		T
4	Elevator walls and hand rails		T
5	General hallways and corridors		T
Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)			
	Description of Cleaning Activity		1 X Month
1	Horizontal surfaces including file cabinets & moldings		JAN - DEC
2	Picture Frames		JAN - DEC
3	HVAC vents, grills, and recesses		JAN - DEC
4	Ceiling vents, grills, and recesses		JAN - DEC
5	Light fixtures		JAN - DEC
6	Wash all inside waste and recycle receptacles as needed		JAN - DEC
7	Wipe down vinyl and leather furniture, and vacuum cloth furniture		JAN - DEC
8	Dust inside window sills		JAN - DEC
9	Clean glass relights and glass panels		JAN - DEC
Clean / Wipe Chrome Fixtures to Include:			
	Description of Cleaning Activity	1 X Week	5 X Week
1	Drinking Fountains * 5 X a week		M T W Th F
2	Elevators	Th	
3	Elevator door tracks	Th	
Empty Daily Trash / Recycle bins from the following areas:			
	Description of Cleaning Activity		5 X Week
1	All rooms and open areas.		M T W Th F
2	General open areas, hallways, and corridors		M T W Th F
3	All Conference Rooms		M T W Th F
4	Dining / lunchroom areas		M T W Th F
5	Kitchen areas		M T W Th F
6	Reception Area		M T W Th F
7	Replace trash liners whenever stained, soiled, torn, and/or removed.		M T W Th F
8	Employee cubicle areas *Waste basket only, not cubicle recycle bins		M T W Th F
9	Move large recycle bins and replace with empty bin		M T W Th F
10	Empty food compost bins and replace liner with compostable liner		M T W Th F
Entry way and Outside Clean-up:			
	Description of Cleaning Activity		5 X Week
1	Sweep within 10 feet of each entrance.		M T W Th F
2	Empty outside trash cans into proper receptacle		M T W Th F
3	Empty all outside recycle containers and move to collection area		M T W Th F
Restrooms, Kitchen, & Other:			
General Restroom Cleaning and Disinfecting:			
	Description of Cleaning Activity		5 X Week
1	Sanitize all toilets, urinals, wash basins, etc.		M T W Th F
2	Sweep, dry mop and/or damp mop and disinfect floors		M T W Th F
3	Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles		M T W Th F
4	Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.		M T W Th F
5	Plunge toilets as needed.		M T W Th F
6	Empty, clean and disinfect, and replace liners in feminine receptacles		M T W Th F
Additional Restroom Cleaning and Disinfecting:			
	Description of Cleaning Activity		1 X Week
1	Clean and disinfect toilet stall doors and walls		W
2	Clean and disinfect shower areas and fixtures		W
3	Clean and disinfect restroom walls		W
General Kitchen Cleaning:			
	Description of Cleaning Activity		5 X Week
1	Clean and disinfect all counters		M T W Th F
2	Clean and disinfect outside of all cabinets		M T W Th F
3	Clean and disinfect outside of all appliances		M T W Th F
4	Clean and disinfect sink and fixtures		M T W Th F
5	Clean and disinfect tables and counters in lunch room / eating area.		M T W Th F
6	Dry mop / wet mop to remove all spills and stains on floor		M T W Th F
Floor Care and Cleaning Services:			
Vacuum High Traffic Carpeted Areas to Include: (Daily / Weekly)			

	Description of Cleaning Activity	5 X Week
1	Reception area	M T W Th F
2	General open areas, hallways and corridors	M T W Th F
3	Elevator floor	M T W Th F
4	Spot clean all carpeted areas when needed	M T W Th F
5	Walk off mats and runners	M T W Th F
Vacuum Low Traffic Carpeted Areas to Include: (Daily / Weekly)		
	Description of Cleaning Activity	1 X Week
1	Employee cubicle areas	M
2	All Conference rooms	M
3	Private offices	M
Clean resilient floors to include: (Daily / Weekly)		
	Description of Cleaning Activity	3 X Week
1	Dry mop	M W F
2	Wet mop	M W F

Additional Services Request for Sat & Sunday (SS)

Emergency Services			
General Cleaning Services:			
Dust, wipe, spot clean, and remove finger prints to include: (Daily / Weekly)			SS
1	Reception area tables, counters, chairs, and windows		M W F
2	Copy room counters & tables		M W F
3	Glass Doors *Entry glass 5 X a week		M W F
4	Elevator walls and hand rails		M W F
5	Spot clean all smudges, stains and spills as needed on any flooring or open surface		M W F
6	Remove cobwebs		M W F
Additional Dust, wipe, spot clean and disinfect: (Daily / Weekly)			
1	Light switches		T
2	Door handles		T
3	Stair walls and hand rails		T
4	Elevator walls and hand rails		T
5	General hallways and corridors		T
Dust, wipe, spot clean and remove finger prints to include: (Monthly / Annually)			
1	Horizontal surfaces including file cabinets & moldings		JAN - DEC
2	Picture Frames		JAN - DEC
3	HVAC vents, grills, and recesses		JAN - DEC
4	Ceiling vents, grills, and recesses		JAN - DEC
5	Light fixtures		JAN - DEC
6	Wash all inside waste and recycle receptacles as needed		JAN - DEC
7	Wipe down vinyl and leather furniture, and vacuum cloth furniture		JAN - DEC
8	Dust inside window sills		JAN - DEC
9	Clean glass relights and glass panels		JAN - DEC
Clean / Wipe Chrome Fixtures to include:			
1	Drinking Fountains * 5 X a week		M T W Th F
2	Elevators	LX	Th
3	Elevator door tracks		Th
Empty Daily Trash / Recycle bins from the following areas:			
1	All rooms and open areas.	\$5	M T W Th F
2	General open areas, hallways, and corridors	\$5	M T W Th F
3	All Conference Rooms	\$5	M T W Th F
4	Dining / lunchroom areas	\$5	M T W Th F
5	Kitchen areas	\$5	M T W Th F
6	Reception Area	\$5	M T W Th F
7	Replace trash liners whenever stained, soiled, torn, and/or removed.	\$5	M T W Th F
8	Employee cubicle areas *Waste basket only, not cubicle recycle bins	\$5	M T W Th F
9	Move large recycle bins and replace with empty bin	\$5	M T W Th F
10	Empty food compost bins and replace liner with compostable liner	\$5	M T W Th F
Entry way and Outside Clean-up:			
1	Sweep within 10 feet of each entrance.	\$5	M T W Th F
2	Empty outside trash cans into proper receptacle	\$5	M T W Th F
3	Empty all outside recycle containers and move to collection area	\$5	M T W Th F
Restrooms, Kitchen, & Other:			
General Restroom Cleaning and Disinfecting:			
1	Sanitize all toilets, urinals, wash basins, etc.	\$5	M T W Th F
2	Sweep, dry mop and/or damp mop and disinfect floors	\$5	M T W Th F
3	Clean mirrors, mirror frames, faucets, exposed pipes, dispensers, hand driers, counters, and door handles	\$5	M T W Th F
4	Fill all paper towel dispensers, toilet paper dispensers, toilet seat cover dispensers, and soap dispensers.	\$5	M T W Th F
5	Plunge toilets as needed.	\$5	M T W Th F
6	Empty, clean and disinfect, and replace liners in feminine receptacles	\$5	M T W Th F
Additional Restroom Cleaning and Disinfecting:			
1	Clean and disinfect toilet stall doors and walls		W
2	Clean and disinfect shower areas and fixtures		W
3	Clean and disinfect restroom walls		W
General Kitchen Cleaning:			
1	Clean and disinfect all counters	\$5	M T W Th F
2	Clean and disinfect outside of all cabinets	\$5	M T W Th F
3	Clean and disinfect outside of all appliances	\$5	M T W Th F
4	Clean and disinfect sink and fixtures	\$5	M T W Th F
5	Clean and disinfect tables and counters in lunch room / eating area.	\$5	M T W Th F
6	Dry mop / wet mop to remove all spills and stains on floor	\$5	M T W Th F
Floor Care and Cleaning Services:			
Vacuum High Traffic Carpeted Areas to include: (Daily / Weekly)			

	Description of Cleaning Activity	Frequency	Days
1	Reception area	S S	MTWThF
2	General open areas, hallways and corridors	S S	MTWThF
3	Elevator floor	S S	MTWThF
4	Spot clean all carpeted areas when needed	S S	MTWThF
5	Walk off mats and runners	S S	MTWThF
Vacuum Low Traffic Carpeted Areas to Include: (Daily / Weekly)			
1	Employee cubicle areas		M
2	All Conference rooms		M
3	Private offices		M
Clean resilient floors to include: (Daily / Weekly)			
1	Dry mop	S	MWF
2	Wet mop	S	MWF

Services Provided
Maintenance & Operations Division

Priority 1: Life Safety issues. Repair or maintenance of buildings to repair or prevent problems that could be a danger to citizens or staff.

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|--------------------------------|--|
| Hazards response (1) | Respond to reports of hazardous smells or situations, e.g. smoke, Smell of Gas/Haz. Spills, smells. |
| Safety Issues/Trip Hazards (1) | Safety issues in County-owned buildings or at County-owned building Sites, trip hazards, safety issues, etc. See snow/ice plan for sites covered by this plan. |

Priority 2: Building issues that are required in order for the County to be open for business. Closely related to priority 1, but not necessarily Life Safety. Many priority 4 items on a case by case basis are responded to as a priority 2. This includes support for new construction of County space.

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| New Construction Support (2) | Support the construction of new County buildings or remodels in Facilities-owned buildings only. For bids on remodels see “Bids and Estimates” in the services provided list. |
| Building Warranty Work (2) | Provide coordination services with contractors for repair of work within the contractor’s warranty period. |
| CCTV/Access Controls (2) | Provide maintenance and repairs to the detention system for Adult and/or Juvenile Detention and access control systems (card reader). Includes electronic detention systems, i.e. intercoms, MC panels and electronics. Parts and new CCTV may be funded by the customer. Other County owned office building CCTV systems and access controls are covered. |

Priority 3: Activities here are automatically generated by the Work Request system and are related to maintaining building equipment and systems according to the manufacturer’s recommendations. Designed to minimize breakdowns and maximize building and equipment life.

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| Preventive Maintenance (3) | Provide PM to major and minor Facilities-owned equipment, including filter changes, new belts, grease bearings, cleaning, pumps, motors, boilers, chillers, generators, etc. |
|----------------------------|--|

Priority 4: Corrective maintenance issues called in to M&O by our customers. The focus is on repair of buildings, equipment or systems that are not working. These items may be prioritized higher depending upon the circumstances.

Building Appearance (4)	Provide repairs and service to problems that arise regarding the appearance of building interior or exteriors, e.g. removing vandalism, painting under projects or approved painting requests only, etc.
Building Control System (4)	Provide maintenance and repairs to the building automation control system that monitors and controls building heating/cooling and other building mechanical functions or systems, i.e. fire alarm systems, security systems, and building automation systems. Non critical issues.
Building Repairs – floors, walls, ceilings (4)	Provide maintenance and repairs to the building, including doors. Doors, windows, flooring, walls, ceilings. For specific building system problems: see also electrical, security, plumbing, or lighting.
Electrical (4)	Provide maintenance and repairs to the electrical systems. May support the addition of new circuits in Facilities-owned buildings only for work stations and copy machines or other equipment. New circuits requested by a Department for their unique operation or work stations will be funded by that Department.
Elevators (4)	Respond to problems with County owned elevators only. Assist elevator repair technicians with repairs to elevators and access issues.
HVAC Systems (4)	Provide maintenance and repairs to building Heating, Ventilation and Air Conditioning Systems, change filters, belts.
Keys (4)	Use work request form with the last four digits of the person's Social Security or Employee number. Do NOT use their entire SS number. Include the type of key(s) required. (One work request per person.) Have the person authorized to approve the key request sign next to "Action" at the middle of the printed work request. Then send printed request via interoffice mail to Central Services/Facilities Division.
Lighting (4)	Provide maintenance and repairs to building lighting systems. Includes replacement of light bulbs and fixture repairs. (See also- Site Issues for outside lighting.)
Locks and Door Hardware (4)	Work on doors, door locks, hardware, closers, and door closed indicators and access as needed in County-owned buildings only.

- Pest Control (4) Includes response to complaints and treatment when required. Provide assistance in response to apparent pest infestations in compliance with the county pest control policy. May include coordinating the work of an outside pest control contractor.
- Phones in Jail Visiting (4) Work on jail visitors' area phones only. No service is provided on the inmate tank phones.
- Plumbing (4) Provide maintenance and repairs to the building plumbing systems, including corrections plumbing systems, back flow preventer testing, rain water treatment.
- Surplus Property (4) Moving surplus property only, disassembling property for surplus, transporting surplus of no value to the dump, claimed surplus transport by Dept.
- Work Space Comfort Heating-Cooling (4) Research comfort issues in individual work spaces, provide modifications to heating/cooling as available within the HVAC system.
- **Priority 5: Work in this area is mainly requests for changes or modifications to work spaces. Work is done on a staff available basis. Some of these items may also be prioritized higher depending upon the particular circumstances.**
- **Bids and Estimates (5)** Provide cost estimates for doing minor remodel or maintenance work not Included within Base Level Services. Provide assistance in obtaining bids from outside contractors or vendors for work not included within Base level Services.
- **Building Construction (5)** Implement major enhancements to buildings and/or building systems.
- **Building Modification (5)** Implement major enhancements to buildings and/or building systems.
- **Contracts (5)** Initiating a contract for services or materials. Such as carpeting.
- **Custodial Service Requests (5)** Provide specific day custodial services. This is for special requests for service or specific areas where custodial service is required, e.g. spills. Email Custodial staff in GroupWise Address Book under "Custodial."
- **Furniture Moving/Repair (5)** **NO LONGER PROVIDED** Because of staffing levels furniture, moving services and counter repair/modifications, assembly and/or moving services between buildings and offices of property owned by a department is not provided. Contact an outside vendor or moving company for assistance.

- **Keyboard Trays (5) Keyboard trays MAY be installed on a LOW priority basis if and when time permits. SEE MOUNTING TO WALLS for shelving, bulletin boards, wall hung cabinets, pencil sharpeners, etc.
- **M&O Project Work Orders (5) Work orders that take longer than two weeks.
- **Mounting to Walls (5) Bulletin Boards, wall hung cabinets, pencil sharpeners, or any wall mounting of any kind MAY be installed on a LOW priority basis if and when time permits.
- **Signage (5) Provide signs in parking lots and/or to buildings related to the Facilities-owned buildings only. No services are provided to leased buildings or a department's own unique operation. Some requests may be funded by the department making the request.
- **Site Issues – Parking/Drainage Lighting (5) Provide maintenance and repairs to systems servicing the entire Outside e.g. drainage, storm water filter maintenance, parking, outside lighting.
- **Technical Consultation (5) Provide assistance in acquiring the services of Central Services on-call consultants (architects and/or engineers) for technical consultations.
- After Hours Emergency Response** Staff on call will respond to the pager within 30 minutes of the request being sent. Staff will be on site to identify problem and perform repair and/or call in other staff for assistance or seek direction from management for next steps. Emergency response occurs between 5:00 pm and 8:00 am M-F and 24 hours on Saturday, Sunday and Holidays.