CITY OF BURLINGAME
AGREEMENT FOR JANITORIAL SERVICES

1. PARTIES AND DATE.

This Agreement for Janitorial Services ("Agreement") is made and entered into this ____ day of _____, 20___, by and between the **City of Burlingame**, ("City") and **CCS FACILITIES SERVICES**, a CORPORATION, with its principal place of business at 3001 Red Hill Ave, Cost Mesa, California 92626 ("Contractor"). City and Contractor are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain Janitorial services required by City on the terms and conditions set forth in this Agreement. Contractor represents that it is experienced in providing Janitorial services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Contractor to render such services for the **Janitorial Services** project ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services; Term.

3.1.1 Components of the Agreement.

(a) The Agreement includes the following exhibits, that are attached hereto and incorporated by reference, and in the event of any conflict, the Contract and exhibits shall be interpreted in the order of precedence set forth below:

(i) Agreement;

(ii) Exhibit "A" – Scope of Work

(iii) Exhibit "B" – Compensation

(iv) Exhibit "C" – Payment Bond

3.1.2 General Scope of Services. Contractor promises and agrees to furnish to City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the services and advice on various issues affecting the decisions of City regarding the Project and on other programs and matters affecting City ("Services"). The Services are more particularly described in Exhibit "B" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance

with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.3 Term. The term of this Agreement shall be from the date first specified above to **June 30, 2029**, unless earlier terminated as provided herein. City shall have the unilateral option, at its sole discretion, to renew this Agreement annually for no more than two (2) additional one (1) year terms. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. Neither City nor Contractor shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; pandemics or epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Contractor's exclusive remedy in the event of delay covered under this section shall be a non-compensable extension of time for performance.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Contractor on an independent contractor basis and not as an employee of City. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of City and shall at all times be under Contractor's exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with any time periods or requirements set forth in this Agreement, include the Scope of Work in Exhibit "A". Contractor represents that it has the skilled personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor's conformance with the Schedule, City shall respond to Contractor's submittals in a timely manner. Upon request of City, Contractor shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Contractor shall be subject to the approval of City.

3.2.4 Substitution of Key Personnel. Contractor has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Contractor may substitute other personnel of

at least equal competence and experience upon written approval of City. In the event that City and Contractor cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to City, or who are determined by City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by Contractor at the request of City. The key personnel for performance of this Agreement are as follows: **Maryll Betzold, Director Government Services.**

3.2.5 City's Representative. City hereby designates the **Facilities and Fleet Division Manager**, or his or her designee, to act as its representative for the performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of City for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than City's Representative or his or her designee.

3.2.6 Contractor's Representative. Contractor hereby designates **Maryll Betzold, Director Government Services**, or his or her designee, to act as its representative for the performance of this Agreement ("Contractor's Representative"). Contractor's Representative shall have full authority to represent and act on behalf of Contractor for all purposes under this Agreement. Contractor's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Contractor agrees to work closely with City staff in the performance of Services and shall be available to City's staff, contractors and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by contractors in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the calling necessary to perform the Services. Contractor warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from City, any services necessary to correct errors or omissions which are caused by Contractor's failure to comply with the standard of care provided for herein, and shall be fully responsible to City for all damages and other liabilities provided for in the indemnification provisions of this Agreement arising from the Contractor's errors and omissions.. Any employee of Contractor or its subcontractors who is determined by City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to City, shall be promptly removed from the Project by Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Laws and Regulations. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to City, Contractor shall be solely responsible for all costs arising therefrom. Contractor shall defend, indemnify and hold City, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10 Insurance.

(a) Time for Compliance. Contractor shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Contractor, its agents, representatives, employees or subcontractors. Contractor shall not commence work under this Agreement until it has provided evidence satisfactory to City that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to City that the subcontractor has secured all insurance required under this section.

(b) Types of Required Coverages. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder and without limiting the indemnity provisions of the Agreement, Contractor in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement, the following policies of insurance.

(i) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as the latest version of the Insurance Services Office "occurrence" form CG 0001, with minimum limits of at least $1,000,000 per occurrence, $2,000,000 general aggregate and $1,000,000 products and completed operations aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

(ii) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as the latest version of Insurance Services Office Form CA 0001 covering "Any Auto" (Symbol 1) with minimum limits of $1,000,000 each accident. If Contractor does not own any automobiles, coverage shall be provided for "Hired Autos" (Symbol 8) and "Non-Owned Autos" (Symbol 9).

(iii) Workers' Compensation and Employer's Liability: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than $1,000,000 per accident for bodily injury and disease. The requirement to maintain Statutory Worker's Compensation and Employer's

Liability Insurance may be waived by the City upon written verification that Contractor does not have any employees.

(iv) Contractors Pollution Liability: Contractors Pollution Liability Insurance covering all of Contractor's operations to include onsite and offsite coverage for bodily injury (including death and mental anguish), property damage, defense costs and cleanup costs with minimum limits of $5 million per loss and $10 million total all losses. Non-owned disposal site coverage shall be provided if handling, storing or generating hazardous materials or any material/substance otherwise regulated under environmental laws/regulations.

If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least three (3) years from termination or expiration of this Agreement.

(c) Endorsements.

(i) The policy or policies of insurance required by Section 3.2.10(b) (i) Commercial General Liability and (ii) Automobile Liability Insurance and (iv) Contractor's Pollution Liability shall be endorsed to provide the following:

(1) Additional Insured: City, its officials, officers, employees and agents shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Endorsements shall be issued on a combination of ISO CG 20 10 and CG 20 37 or exact equivalents. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Contractor; or (4) contain any other exclusions contrary to the Agreement.

(2) Primary Insurance and Non-Contributing Insurance: This insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees and agents shall not contribute with this primary insurance.

(3) Severability: In the event of one insured, whether named or additional, incurs liability to any other of the insureds, whether named or additional, the policy shall cover the insured against whom claim is or may be made in the same manner as if separate policies had been issued to each insured, except that

the limits of insurance shall not be increased thereby.

(4) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon City except ten (10) days prior written notice shall be allowed for non-payment of premium.

(5) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City, its officials, officers, employees and agents.

(6) Duties: Any failure by the named insured to comply with reporting provisions of the policy or breaches or violations of warranties shall not affect coverage provided to the City, its officials, officers, employees and agents.

(7) Applicability: That the coverage provided therein shall apply to the obligations assumed by Contractor under the indemnity provisions of the Agreement, unless the policy or policies contain a blanket form of contractual liability coverage.

(ii) The policy or policies of insurance required by Section 3.2.10(b) (iii) Workers' Compensation shall be endorsed, as follows:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City, its officials, officers, employees and agents.

(2) Cancellation: The policy shall not be canceled or the coverage suspended, voided, reduced or allowed to expire until a thirty (30) day prior written notice of cancellation has been served upon City except ten (10) days prior written notice shall be allowed for non-payment of premium.

(d) Deductible. Any deductible or self-insured retention must be approved in writing by City and shall protect the City, its officials, officers, employees and agents in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

(e) Evidence of Insurance. Contractor, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates and endorsements on forms approved by City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with City. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

(f) Failure to Maintain Coverage. Contractor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to City. City shall have the right to withhold any payment due Contractor until Contractor has fully complied with the insurance provisions of this Agreement.

In the event that Contractor's operations are suspended for failure to maintain required insurance coverage, Contractor shall not be entitled to an extension of time for completion of the work because of production lost during suspension.

(g) Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A-:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

(h) Insurance for Subcontractors. Contractor shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of this Agreement, including adding City as an Additional Insured to the subcontractor's policies.

3.2.11 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit ”B” attached hereto and incorporated herein by reference. The total compensation

shall not exceed **ONE MILLION ONE HUNDRED SEVENTY-TWO THOUSAND THREE HUNDRED THIRTY-SEVEN DOLLARS AND FIFTY-SIX CENTS** (**$1,172,337.56**). Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. Contractor shall submit to City a monthly itemized statement which indicates work completed and hours of Services rendered by Contractor. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. City shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by City.

3.3.4 Extra Work. At any time during the term of this Agreement, City may request that Contractor perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from City's Representative.

3.3.5 Rate Increases. In the event that this Agreement is renewed pursuant to Section 3.1.2, the rates set forth in Exhibit "B" can be adjusted each year at the time of renewal in accordance with the Consumer Price Index.

3.3.6 County of San Mateo Living Wage Ordinance (Chapter 2.88 of the County Code). The City requires that Contractor pay all types of workers performing work this Agreement a living wage, consistent with the rates set by the County of San Mateo's Living Wage Ordinance, as may be adjusted each year throughout the duration of the contract. Information regarding the County's Living Wage Ordinance can be accessed here: https://www.smcgov.org/ceo/san-mateo-countys-living-wage-ordinance-lwo.+

3.3.7 Prevailing Wage. Contractor is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects ("Prevailing Wage Laws"). If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is $1,000 or more, Contractor agrees to fully comply with such Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Contractor and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Sections 1771.4 and 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Section 1777.1). The requirement to submit certified payroll records directly to the Labor Commissioner

under Labor Code section 1771.4 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Section 1771.4.

3.3.8 If the services are being performed as part of an applicable "public works" or "maintenance" project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subconsultants performing such services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. Notwithstanding the foregoing, the contractor registration requirements mandated by Labor Code Sections 1725.5 and 1771.1 shall not apply to work performed on a public works project that is exempt pursuant to the small project exemption specified in Labor Code Sections 1725.5 and 1771.1.

3.3.9 This Agreement may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor's sole responsibility to comply with all applicable registration and labor compliance requirements. Any stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor that affect Contractor's performance of services, including any delay, shall be Contractor's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Contractor caused delay and shall not be compensable by the City. Contractor shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the Department of Industrial Relations against Contractor or any subcontractor.

3.4 Accounting Records.

3.4.1 Maintenance and Inspection. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred and fees charged under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.5 General Provisions.

3.5.1 Termination of Agreement.

(a) Grounds for Termination. City may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been fully and adequately rendered to City through the effective date of the termination, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

(b) Effect of Termination. If this Agreement is terminated as provided herein, City may require Contractor to provide all finished or unfinished Documents and Data, as defined below, and other information of any kind prepared by Contractor in connection with the

performance of Services under this Agreement. Contractor shall be required to provide such document and other information within fifteen (15) days of the request.

(c) Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

City:

Johnson Woo, Facilities and Fleet Division Manager
City of Burlingame
1361 N. Carolan Avenue
Burlingame, CA 94010
(650) 558-7670

Contractor:

Maryll Betzold, Director of Government Services
CCS Facilities Services
3001 Red Hill Ave
Costa Mesa, CA 92626
(720) 955-5421

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.3 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.4 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

3.5.5 Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk,

any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its officials, officers, employees, agents or volunteers. This Section 3.5.5 shall survive any expiration or termination of this Agreement.

3.5.6 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be supplemented, amended or modified by a writing signed by both Parties.

3.5.7 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in San Mateo County.

3.5.8 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.5.9 City's Right to Employ Other Contractors. City reserves the right to employ other Contractors in connection with this Project.

3.5.10 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.5.11 Assignment or Transfer. Contractor shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.12 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, agents, and subcontractors of Contractor, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.5.13 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.5.14 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.5.15 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.5.16 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.17 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.18 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Contractor shall also comply with all relevant provisions of any minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.5.19 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5.20 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.5.21 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.5.22 Employment Adverse to City. Contractor shall notify City, and shall obtain City's written consent, prior to accepting work to assist with or participate in a third-party

lawsuit or other legal or administrative proceeding against City during the term of this Agreement.

3.5.23 Conflict of Employment. Employment by Contractor of personnel currently on the payroll of City shall not be permitted in the performance of this Agreement, even though such employment may occur outside of the employee's regular working hours or on weekends, holidays or vacation time. Further, the employment by Contractor of personnel who have been on City's payroll within one year prior to the date of execution of this Agreement, where this employment is caused by and or dependent upon Contractor securing this or related Agreements with City, is prohibited.

3.5.24 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification and confidentiality obligations, and the obligations related to receipt of subpoenas or court orders, shall survive any such expiration or termination.

3.5.25 Subcontracting. Contractor shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

3.5.26 California Labor Code - Sections 1060-1065. Chapter 4.5. Displaced Janitor Opportunity Act. The Displaced Janitor Opportunity Act requires janitorial contractors and subcontractors that secure a new building service contract to continue employing the janitors of the former contractor or subcontractor for a 90-day transition employment period. At the end of the 90-day transition employment period, the new contractor is required to provide a written evaluation of each janitor's job performance and to continue employing janitors whose performance has been satisfactory. The law applies to janitorial companies with at least 25 janitors.

SIGNATURES ON FOLLOWING PAGE

SIGNATURE PAGE FOR AGREEMENT
FOR JANITORIAL SERVICES

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the _____ day of _____, 2026.

CITY OF BURLINGAME
Approved By:

_____
Lisa K. Goldman
City Manager

_____
Date

Attested By:

_____
City Clerk

Approved As To Form:

_____
City Attorney

[INSERT CONTRACTOR NAME]

_____
Signature

_____
Name

_____
Title

_____
Date

EXHIBIT "A"
SCOPE OF SERVICES

[BEGINS ON THE FOLLOWING PAGES]

EXHIBIT A

CITY OF BURLINGAME
Janitorial Services

SCOPE OF WORK

1. RESTRICTED PERSONNEL. No visitors, guests, pets, or companions other than bonded personnel will be permitted inside any City facility any time the facility is not open to the public at large, nor may such persons enter the areas not open to the public at large at any time.

2. "NO SMOKING" POLICY. The City of Burlingame has established a "No Smoking" policy stating that smoking shall not be permitted inside any City building or facility. Janitors and supervisors must comply with this ordinance.

3. NONDISCRIMINATION POLICY. It is the policy of the City of Burlingame that all qualified persons are to be afforded equal opportunities of employment on any contract entered into with the City.

4. NOTICE TO SOURCES OF EMPLOYEE REFERRALS. The successful Proposer and each subcontractor will send to the State of California Employment Development Department and to each labor union, employment agency, and representative of workers with which he has a collective bargaining agreement or other contract or understanding and from which he expects employee referrals, a notice, as provided by the City, with a copy to the City, advising of the commitments under these specifications.

5. POSTING NOTICE OF NONDISCRIMINATION IN EMPLOYMENT. Each successful Proposer shall post on the job site and in the field office or offices maintained by him, the notice provided by the City regarding Nondiscrimination in Employment.

6. COST ADJUSTMENT. The City of Burlingame reserves the right to either increase or decrease the scope of work of the contract depending on the budget availability by no more or less than 25%.

7. CALIFORNIA LABOR CODE - SECTION 1060-1065: CHAPTER 4.5. DISPLACED JANITOR OPPORTUNITY ACT. The Displaced Janitor Opportunity Act requires janitorial contractors and subcontractors that secure a new building service contract to continue employing the janitors of the former contractor or subcontractor for a 60-day transition employment period. If applicable, Contractor agrees to retain, for a 60-day transition employment period, employees who have been employed by the terminated Contractor or its subcontractor as required in Sections 1060 and 1061 of the California Labor Code pertaining to the Displaced Janitor Opportunity Act. At the end of the 60-day transition employment period, the new contractor is required to provide a written evaluation of each janitor's job performance and to continue employing janitors whose performance has been satisfactory. The law applies to janitorial companies with at least 25 janitors. Proposers must review, acknowledge, and be in compliance with the Displaced Janitor Opportunity Act, visit the California's Legislative Information webpage for more details - https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240AB2374 .

8. EXAMINATION OF THE SITES. Proposers shall examine carefully the site of the work contemplated. The submission of a proposal shall be conclusive evidence that the Proposer has investigated and is satisfied as to the conditions to be encountered, as to the character, quality and scope of work to be performed, the quantity of materials to be furnished and as to the requirements of the Contract Documents.

8.1 Proposer represents that he or she is fully qualified to perform this examination and review.

8.2 If the Proposer determines that any portion of the site or the RFP documents present any interpretation problems of any kind, the Proposer shall note such a determination in its Proposal. **Failure to note any such determination shall be conclusive evidence of acceptance by the bidder of the sufficiency of the RFP Documents**.

9. LIVING WAGE. The Proposer agrees that Proposer and any of its subcontractors will pay workers performing work under the Contract not less than a living wage, consistent with the then current wage rates set by the County of San Mateo Living Wage Ordinance (Chapter 2.88 of the County Code).

10. WORK SCHEDULES. Janitorial work is generally to be performed during "off hours" to minimize interference with normal building use. The Janitorial Contractor will provide twenty-four (24) hour emergency response service seven days a week. Contractor shall respond to the work site within 2 hours of emergency request notification.

11. CONTRACT SUPERVISION. A Contractor Supervisor will inspect the contract work at least once per week and determine if quality of standards are being met. This supervisor is to be designated by the Contractor to work closely with facility managers at each building. The Facilities and Fleet Division Manager will provide a list of such managers to the Contractor. The company supervisor is to inspect the work not less than once a week at a designated time and communicate with each facility manager not less than every two weeks. All supervisory personnel shall have the ability to communicate effectively in the English language.

12. STAFFING. Contractor shall guarantee that all employees shall be satisfactory to City facility management.

13. CONFERENCE PRIOR TO START OF WORK. After the Contract is awarded, the Janitorial Contractor, or his designated representative and his employees who will be doing the janitorial work, shall attend the Conference for the purpose of reviewing the specifications.

14. QUALIFICATIONS OF EMPLOYEES. The City may require removal from janitorial work or supervision, those Contractor employees, which it deems incompetent, careless or otherwise objectionable to the public interest. The Contractor shall provide at the commencement of the Contract a complete list of all employees assigned to perform the contract work. All of the Contractor's employees will be required to wear a company uniform, identifying Contractor and employee, and shall carry proper visible identification on their person at all times. Contractor will provide names of employees who will be working at City sites. Contractor shall notify the facility manager at each service location or his/her representative immediately in writing of all changes in contract personnel by submitting name and address of employee and effective date of employment or termination. Upon written notice by a City employee that the conduct of any Contractor's personnel is detrimental to the best interests of the public or City, Contractor shall take appropriate action and furnish evidence satisfactory to a City employee of the timely correction of such deficiency. When in the opinion of the City, an employee constitutes a security risk, his/her employment on the contract will be denied.

The Contractor shall assign only employees with cleared Live Scan background results to perform daily janitorial work or supervision at all City facilities. Contractor must use City issued Live Scan forms.

15. SUPPLIES & EQUIPMENT. The Contractor shall furnish and keep in good working order all necessary tools and equipment such as, but not limited to cleaners, mops, brooms, buffers,

ladders, hoses, vacuums, etc., and the City may purchase supplies such as, but not limited to, paper and sanitary supplies, liquid hand soap; hair & body shampoo; urinal screens, waste can liners, and batteries from the Contractor. All supplies and/or equipment used by the Contractor must be approved by the Public Works Facilities and Fleet Division Manager, or his designee. The City may request a change of products to obtain a more satisfactory appearance, odor, or other improvement. Any non-complying equipment or supplies shall be changed out at the request of the Manager or his designee.

15.1 Janitorial closets areas shall be kept clean and free of debris and odor at all times. All supplies and equipment shall be sorted in a neat and orderly manner and in such a way as to prevent injury to City or Contractor's employees. An equipment inventory is to be kept with the Contractor's on-site supervisor. All products used by the Contractor shall meet all EPA and Cal OSHA standards. The City will not be held liable for Contractor's failure to comply with these requirements. All products/chemicals will have proper identifying labels affixed to them as well as secondary containers (i.e., spray bottles). Any chemical used in the performance of the contract work shall have the appropriate Material Safety Data Sheet in a labeled safety finder in each area/closet in which they are stored.

15.2 If the City purchases janitorial supplies from the Contractor, the Contractor shall supply to the City an itemized invoice used for each facility. Contractor shall deliver the products and put them away the same day/night. Contractor and City shall meet two (2) times annually to review such supply cost. Should the actual cost vary significantly from the City's estimated monthly cost, the contract administrator shall negotiate to make equitable adjustments in such situations.

16. STORAGE. All supplies and equipment will be stored at site by the Contractor in a neat and orderly manner in locked janitorial closets which are to be kept as clean as any other portion of the building. All cleaning agents/chemicals shall be clearly labeled. No hazardous material shall be stored at City sites. In certain buildings, the janitorial areas are marked/identified. All supplies and materials are required to be within these areas. If the areas are not adhered to, staff will expect the Contractor to come within 4 hours to remedy the situation.

17. COMMUNICATIONS. The Contractor shall provide a telephone number for urgent/emergency requests and an email address to communicate non-urgent requests. Contractor shall respond within 15 minutes by phone for urgent/emergency requests.

18. SUPERVISION. The Contractor will assign a supervisor to provide a minimum of three (3) site visits per week during all scheduled cleaning hours. This janitorial supervisor will be required to speak, read and understand English. A weekly janitorial supervisor's report shall be emailed to the City's Facilities and Fleet Division Manager or his designee noting any building deficiencies needing correction.

18.1 Site supervisor shall carry a cell phone or pager by which the City staff will be able to communicate with him/her.

18.2 The Contractor shall provide a list of all employees assigned to each work site. The list shall include name, site and the employee's work schedule.

19. INSPECTION OF PREMISES. The Contractor shall inform each employee that the employee shall be required to sign a "Verification of Services Performed Log" each day after work is completed and record the start and end time of their work each day. This log will be located at each service location. The supervisor shall rate and initial the level of service performed during his or her unscheduled site visits. The log shall be posted at all times. The Contractor shall provide

and install a time clock for the janitors to use if the City deems necessary. In the event of a substandard cleaning, the supervisor is required to be onsite within 2 hours to inspect the quality of the cleaning.

20. CLEANING QUALITY REQUIREMENTS. Services performed under this contract shall meet Section 25. First quality cleaning and provision of restroom supplies will be required. Careless performance of the contract work will not be tolerated. Unsatisfactory work will be called to the attention of the Contractor and shall be required to correct the work deficiencies within four (4) hours and improve the overall work results to the satisfaction of the facility manager or his/her representative. Contractor shall respond to the work site within (1) hour should unsatisfactory work cause an unsafe condition as determined by the City. Failure by the Contractor to comply with such requests will result in a penalty of $100 per occurrence and cost charged by others (including City staff) to perform the corrective work and may result in termination of the contract. Notification of unsatisfactory work shall be deemed given as soon as the City notifies the Contractor of unsatisfactory work at the designated phone number or leaves a message notifying Contractor of unsatisfactory work. Contractor shall provide telephone for this purpose.

21. SECURITY. All areas shall be locked and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. Keys required by the Contractor will be furnished by the City to designated Contractor employees on a custody receipt and shall be returned to the City on demand. Any loss of keys must be reported to the City representative immediately. Building keys are to be made only by the City. A lost or stolen building key will jeopardize the security of that particular City facility and the Contractor shall be completely responsible for all cost incurred by the City in re-keying the lock system. Contractor is advised that this process could be very costly.

21.1 Security systems (where installed) shall be properly disarmed and armed each time after-hours access is made. All exiting doors are to remain locked while the Contractor is in the space, except for designated doors to remain open for meetings. Do not block open occupant or exterior doors for any reason. Office doors are to locked if they were locked, unlocked office doors are to remain unlocked. Close and lock any exterior windows. Contractor will be charged for false alarms due to buildings left unsecured.

CLEANING SCHEDULES. The successful Contractor will be required to furnish to each facility manager (or his/her representative) a yearly work schedule(s). Please refer to the “Schedule of Work to be Performed” and “Special Building Provisions”.

22. CLEANING HOURS AND HOLIDAYS.

22.1 Cleaning Hours:

(a) **City Hall** is to be provided (5) days per week; Monday to Friday between the hours of 6 P.M. to 6 A.M.

(b) **Main Library** is to be provided (7) days per week between the hours of 10 P.M. to 6 A.M.

(c) **Easton Library** is to be provided (3) days per week; Monday, Wednesday and Friday between the hours of 10 P.M. to 6 A.M.

(d) **Public Works Corp Yard** is to be provided (5) days per week; Monday to Friday between the hours of 6 P.M. to 6 A.M.

(e) **Police Station** is to be provided (6) days per week; Monday to Friday between the hours of 6 P.M. to 6 A.M., and Sunday between the hours of 8 A.M. to 8 P.M.

(f) **Village Park Preschool** is to be provided (5) days per week; Monday to Friday between the hours of 6 P.M. to 6 A.M.

(g) **Parks Corp Yard** is to be provided (2) days per week; Monday and Thursday between the hours of 6 P.M. to 6 A.M.

(h) **Community Center** is to be provided seven (7) days per week, between the hours of 12 A.M. to 6 A.M.

22.2 The Contractor shall be aware of current meeting schedules, holidays, and other work routines within the facility and conduct his work in such a manner as to cause no interference with the execution of City business.

22.3 Holidays: There are eleven (11) City holidays on which the Contractor may need to provide service to City facilities, upon request from the Facilities Division Manager. Contractor shall list an hourly rate per person for holiday work, if required. Public Works Corp Yard observes one additional holiday, Admissions Day (usually on September 9).

HOLIDAYS		
New Year's Day	Martin Luther King, Jr's Birthday	Presidents Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veterans Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day	Admissions Day (PW Corp Yard & Parks Yard only)

23. RECYCLABLE MATERIALS. The Contractor will be required to collect recyclable materials separated by staff. The Contractor shall keep recyclable materials separated and consolidate those materials into the appropriate containers for that facility. The recycled materials that will be collected and handled separately will include mixed paper, cardboard, recyclable cans and bottles, and other materials as designated by the City. There shall be no cross contamination of separated recyclable materials by the Contractor nor shall these recyclable materials be discarded as trash.

23.1 Cardboard boxes will be broken down by the Contractor when left in designated areas and will be handled and consolidated as mixed paper.

23.2 The Contractor understands that there may be changes, additions or even reductions to the number of categories or handling of recyclable materials, due to the availability of new recycling or more consolidated recycling opportunities.

23.3 The following recycling issues will be reported to the appropriate City staff person by the contract supervisor:

(a) Contamination: Recycling bins that are consistently contaminated with garbage or inappropriate materials for that container.

(b) Recyclables in Garbage: Garbage cans that are consistently rich in recyclable paper, bottles, cans, or cardboard.

(c) Disrepair: Disrepair of recycling bins affecting the proper handling of recyclables.

(d) Insufficient Capacity: Recycling bins that are consistently overflowing or unable to handle the load of materials.

(e) Non-Participation: Evidence that common recycling practices are being ignored in specific areas or by specific employees.

24. DEFINITIONS.

24.1 **Prestige service**: Requires regularly scheduled cleaning of surfaces regardless of whether dirt is visible. Examples include daily cleaning of counters and regular vacuuming of carpeted areas.

24.2 **Basic service**: Entails the cleaning of visible dirt from surfaces.

24.3 **Floor Coverings**: Floor coverings vary in each building. They may include, but not be limited to: carpet, vinyl, terrazzo, ceramic tile, concrete, and wood floor coverings. The Contractor shall be responsible for performing the prescribed and appropriate cleaning method for each type of floor covering. A double mop system shall be used. Restroom mops shall be different from all other areas.

24.4 **Carpeted Floors and Floor Mats**: Vacuum carpets with an industrial-grade vacuum. Vacuum the entire carpeted area, including under chairs, tables, around furniture legs and other easily moved items. Return moved items to their original position. Pick up staples and other hard to remove items by hand if necessary. Vacuum hard to reach areas such as behind desks and furniture as needed. The carpet shall be free of visible dirt, litter, and soil.

(a) Inspect carpet for spots and remove immediately. Remove spots with an appropriate industrial-grade spot-removing solution using the manufacturer's recommended techniques. Carpet spots are dirty spots on the carpet that are less than one (1) square foot in size. Report any tears, burns, or unraveling to the Facilities and Fleet Division Manager.

(b) Clean and extract all carpets as specified in contract with approved equipment and materials. Follow manufacturer's recommendations for proper cleaning procedures. Provide 48 hours' notice to City representative prior to performing this service at each location. City approval of work schedule must be received before proceeding.

25. SCHEDULE OF WORK TO BE PERFORMED. The following services shall be performed in all buildings. All equipment and materials shall be used per manufacturer's directions for each application. See the "Building Provisions" listed under each building for additional specifications which are specific to each site and may include or vary from these services.

25.1 Day Porter. The City is requesting a Day Porter for 8 hours a day starting at 6:30 A.M. to 3:00 P.M., Monday to Friday. Day Porter will be required to go from building to building as needed.

(a) Day porter is responsible for making sure the facilities look neat and presentable to the public. They help uphold the image of a facility by performing basic maintenance tasks including but not limited to:

(i) Clean all common room areas including the kitchen, lobby, break rooms, elevators, and stairwell.

(ii) When applicable, place safety hazard signs in the building including wet floor warning signs.

(iii) Monitor, clean, and service restrooms.

(iv) Respond to any major spills or other cleaning crises.

(v) Remove litter and rubbish from main common rooms.

(b) Estimated Time at Each Building:

(i) 2 hours – Highland Parking Garage 6:30 A.M. - 8:30 A.M.

(ii) 1 hour –Donnelly Parking Garage 8:30 A.M to 9:30 A.M.

(iii) 2 hours – Combined for Public Works Corp Yard, Police Station and City Hall. 9:30 A.M. to 11:30 A.M.

(iv) 3 hours – Main Library 12:30 P.M. – 3:30 P.M

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25. SCHEDULE OF WORK TO BE PERFORMED (continued).

General Guidelines	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Keep all doors locked while cleaning	x				
Lock all doors and leave only designated lights on (when exiting)	x				
Keep custodial closets neat and orderly	x				
Gather trash and recycling and place in specific dumpsters	x				
Keep receptacles clean and replace soiled liners	x				
Clean lobby door glass (inside and out)	x				
Clean all lobby entryway and exterior mats	x				
Clean and sanitize receptionist countertops and work areas	x				
Wipe down drinking fountains	x				
Clean stairwells	x				
Clean high touch points on doors	x				
Clean, dust, and align furniture	x				
Report any occurrence that may be out of the ordinary	x				
Spot clean high traffic area carpets	x				
Wipe and sanitize handrails	x				
Vacuum lobby carpet	x				
Detail dust window ledges, blinds, picture frames, & moldings			x		
Clean window ledges and partitions			x		
Clean and dust all overhead HVAC vents				x	
Vacuum lobby upholstered furniture				x	

Dly = Daily
Wkly = Weekly
Mthly = Monthly
Qrtly = Quarterly- will be scheduled with the City
Yrly = Yearly- will be scheduled with the City

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25. SCHEDULE OF WORK TO BE PERFORMED (continued)

Restrooms/ Showers/Holding Cells (Prestige service**)	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Clean all dispensers and receptacles	x				
Empty sanitary napkin receptacles	x				
Fill all dispensers	x				
Clean and sanitize all fixtures, toilets and urinals	x				
Clean mirrors	x				
Clean all partitions doors, partitions and vanity surfaces		x			
Clean all floor and mats	x				
Clean and disinfect showers	x				
Machine scrub all shower and restroom floors			x		
Detail clean grout lines in shower walls				x	

Kitchens/Break Rooms/Classrooms (Prestige service**)	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Clean and sanitize countertops, sinks, tables, microwaves, cook tops, cabinet handles, refrigerator handles	x				
Clean cabinet doors and replenish supplies	x				
Wipe down interior of refrigerator					2x

Dly = Daily
Wkly = Weekly
Mthly = Monthly
Qrtly = Quarterly- will be scheduled with the City
Yrly = Yearly- will be scheduled with the City

** Prestige service requires regularly scheduled cleaning of surfaces regardless of whether dirt is visible. Examples include daily cleaning of counters and regular vacuuming of carpeted areas. See Section 2.17 for additional information.

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25. SCHEDULE OF WORK TO BE PERFORMED (continued)

Hard Floor Care	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Sweep, dust mop and/or damp mop all hard floor surfaces	x				
Sweep, damp mop, & disinfect all restroom and shower floors	x				
Hardwood floors – Sweep and damp mop	x				
Machine scrub all tile floors					x
Strip and wax VCT areas					2x

Carpet Floor Care	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Spot clean high traffic area carpets	x				
Vacuum all carpet		x			
Spot clean all other carpet			x		
Shampoo and extract carpets					x
Shampoo and extract carpets at Police Station break room, reports room, and Dispatch					2x

Utility Services	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Wash all interior perimeter glass					x
Wash all exterior perimeter glass					x

Dly = Daily
Wkly = Weekly
Mthly = Monthly
Qrtly = Quarterly- will be scheduled with the City
Yrly = Yearly- will be scheduled with the City

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26. SITE-SPECIFIC BUILDING PROVISIONS. These Special Building Provisions supplement the Scope of Work. All unit measures listed in all sections are estimates only.

26.1 **CITY HALL**, 501 PRIMROSE ROAD. Will be moving out of this building around August 2026 to new location, 1440 Chapin Avenue, Burlingame, CA 94010. Monthly, Quarterly and annual services are not required for 501 Primrose, City Hall.

26.2 Janitorial services for new location are not part of this contract.

(a) City Hall houses the administrative offices in a two-story structure. The facility includes a Council Chamber for public meetings and two smaller Conference Rooms (A and B).

(i) Gross area: 26,000 square feet (sq. ft.)

(ii) Floor covering: Approx. 14,033 sq. ft. of carpet and 6,140 sq. ft. of hard surface.

(iii) Space to be maintained: Approx. 20,209 sq. ft. and is comprised of the following:

AREA	SQUARE FEET	TYPE	COMMENTS
Entryways (3)	540	Aggregate Concrete	6 glass doors, 14 windows
Lobby	729	Carpet	
General Office Area			Private restroom in
First floor	4,860	Carpet	City Manager's office
Second floor	4,860	Carpet	(sink & toilet)
Meeting Rooms			
Council Chambers	2,430	Carpet	Restroom (1 sink & toilet)
Caucus Room	270	Carpet	6 tables; 25 chairs;
Conference Room A	384	Carpet	1 table; 8 chairs
Conference Room B	216	Carpet	
Restrooms			
First Floor (3)	332	Tile / Carpet	6 sinks, 5 toilets, 1 urinal
Wmn's Lounge Area	32	Carpet	Couch and tables
Second Floor	216	Tile	4 sinks, 4 toilets, 2 urinals
Lunchroom / Breakroom	288	Vinyl	4 tables; 12 chairs Appliances: sink, refrigerator, microwave
Other Areas:			
Mail room	216	Carpet	
Stairs		Linoleum	30 Stairs, 8 landings
Elevator	36	Linoleum	
Garage	4,800	Concrete	Sweeping

(City Hall continued on next page)

CITY HALL, 501 PRIMROSE ROAD (continued).

(b) BUILDING PROVISIONS:

(i) Council member parking signs need to be removed and stored at the proper locations on council meeting nights.

(ii) Security:

(1) The exterior doors at the City Hall building will automatically lock at 5 P.M.

(2) Turn lights on in working area only, and then turn off before leaving.

(3) Keep all department main doors locked when area has been completed.

*Note: City staff anticipates relocating to the new City Hall building on or about August 2026. Following the relocation, the existing City Hall building is expected to require reduced janitorial services and shall be performed by the Day Porter; however, the specific service needs have not yet been determined. Janitorial services for the new City Hall building is not part of this contract. Accordingly, the scope of janitorial services for both the existing and new City Hall facilities are subject to change.

26.3 **MAIN LIBRARY**, 480 PRIMROSE ROAD.

(a) The Main Library is a three-story structure consisting of administrative offices, an atrium, conference room, and meeting room.

(i) Gross area: 45,000 sq. ft.

(ii) Floor covering: Approx. 28,000 sq. ft. of carpet and 4,679 sq. ft. of hard surface.

(iii) Space to be maintained: Approx. 33,414 sq. ft. and is comprised of the following:

AREA	SQUARE FEET	TYPE	COMMENTS
Entryways (1)	3,212	Ceramic Tile	2 doors
1st Floor (ML)			
Circulation Desk	210	Cork floor	
Reference	154	Cork floor	
Children's Admin.	91	Cork Floor	
Office Areas			
Lower level (LL) (2)	162	Carpet	
Main level (ML) (2)	570	Carpet	
Upper level (UL)	3,504	Carpet	Main Administration Floor
Meeting Rooms			
Lane Community	1,344	Carpet	
Board Room	448	Carpet	
Upper lever meeting	550	Carpet	
Study Rooms (3)		Carpet	Lower Level (2) Main Level (1)
Hallways	1,156	Carpet	
Restrooms (7)			
Lower Level (2)	324	Ceramic Tile	3 sinks, 4 toilets, 2 urinals
Main Level (3)	360	Ceramic Tile	5 sinks, 6 toilets, 2 urinals
Upper Level (2)	128	Ceramic Tile	4 sinks, 4 toilets, 2 urinals
Stairways (3)			
Main Staircase		Ceramic Tile	5 landings, 6 sets of stairs
Back of House		Resilient Flooring	between landings
Stairwells		Concrete	
Staff Elevator	50	Carpet	
Public Elevator	50	Carpet	
Public Areas			Patrons daily
Lower level	7,662	Carpet	
Main level	9,926	Carpet	
Upper level	4,063	Carpet	
Windows (172)			Includes 12 Patio Doors
Wooden blinds (46)			Public Areas

Mini-Blinds (63)			Administration Areas

MAIN LIBRARY, 480 PRIMROSE ROAD (continued).

(b) BUILDING PROVISIONS:

(i) Provide detailed step by step schedule of daily cleaning.

(ii) Keep all toilet seats down after cleaning.

(iii) Wipe and sanitize all public tables, study stations, and internet stations daily (desk and keyboards).

(c) Dusting: dusting of tops of book shelves and wooden blinds throughout facility including administration office areas shall be dusted once a month.

(d) Storage of Equipment: any and all equipment kept on property must be marked with company name and kept in designated room(s) in a clean working order.

(e) Damp mop ceramic tile on all levels on a weekly basis. This may require more frequency in winter months/rainy weather.

(f) Elevators: wipe down all walls/panels.

(g) Check and clean the Lane Community Room as needed.

(h) Machine scrub all restroom floors monthly as indicated in the Section 2.18 Schedule of work to be performed.

(i) Services **not** required: (in house custodian will perform)

(i) cleaning of kitchen/break room/administration offices

(ii) emptying garbage and recycling for offices & kitchen/break room

26.4 **EASTON LIBRARY**, 1800 EASTON DRIVE.

(a) The Easton branch library is a one-story structure consisting of two restrooms, an administrative office and an open area with tables, computer terminals and bookshelves.

(i) Gross area: 2,500 sq. ft.

(ii) Floor covering: Approx. 700 sq. ft. of carpet, 1,400 sq. ft. of hardwood, and 400 sq. ft. of ceramic tile.

(iii) Space to be maintained: Approx. 2,500 sq. ft. and is comprised of the following:

AREA	SQUARE FEET	TYPE	COMMENTS
Entryway (1)	50	Carpet	2 glass doors
Main Room	1,100	Wood	
Children's	476	Carpet	
Lion's Den	100	Carpet	
Secret Garden	130	Colored Concrete	
Restrooms (2)	600	Tile	2 urinals, 2 toilets, 2 sinks
Office	120	Carpet	
Windows (14)			2 doors with lit panes

(b) BUILDING PROVISIONS:

(i) Clean all hard floors on nights of service.

26.5 **PUBLIC WORKS CORPORATION YARD**, 1361 N. CAROLAN AVENUE.

(a) The Public Works Corporation Yard houses the administrative offices of the Public Works Maintenance Division. The facility consists of two separate buildings: a two-story facility which houses the majority of administrative employees, and a single-story facility which houses the Auto Shop and Facilities Maintenance. The facility includes a locker area and lunchrooms.

(i) Gross area: 43,000 sq. ft.

(ii) Floor covering: Approx. 4,378 sq. ft. of carpet and 6,376 sq. ft. of hard surface.

(iii) Space to be maintained: Approx. 10,754 sq. ft. and is comprised of the following:

AREA	SQUARE FEET	TYPE	COMMENTS
Entryway (1)	204	Linoleum	2 glass doors / Building A
Office Areas			
Bld. A, First floor	200	Linoleum/VCT	
Bld. A, Second floor	2, 868	Carpet	
Bld. A, Second floor	1,580	Vinyl (VCT)	
Building B	462	Carpet	
Building B	454	Vinyl (VCT)	
Conference Rms.			Building A, Second floor
Large Conference	448	Carpet	1 sink
Hallway	472	Linoleum	
Restrooms (4)			
Bld. A (2)	116	Ceramic Tile	2 sinks, 2 toilets, 2 urinals
Bld. B (2)	56	Ceramic Tile	2 sinks, 2 toilets, 1 shower
Staircase		Linoleum	
Training Room, Lunchroom, Kitchen	900	Linoleum / Carpet	Refrigerators, Microwave, Cooktop & Oven, sink, tables and chairs
Locker Rooms /Restroom Men's & Women's	1,400	Ceramic Tile	5 showers, 4 toilets, 3 urinals, 4 sinks
Fitness Room	550	Carpet	
Other Areas: Mud Room	120	Ceramic Tile	
Windows (102)			

(Public Works Corporation Yard continued on next page)

PUBLIC WORKS CORPORATION YARD, 1361 N. CAROLAN AVENUE (continued).

(b) BUILDING PROVISIONS:

(i) Workshop areas are not included in scope.

(ii) Auto shop hand washing sink in shop area is included in scope.

(iii) Fitness Room:

(iv) Spot clean window and mirror glass (prints & smudges) (daily)

(v) Fill all dispensers (daily)

(vi) Fully clean all mirrors (monthly)

(vii) Wipe down cardio fitness machines and mats (daily)

26.6 **POLICE STATION**, 1111 TROUSDALE DRIVE.

(a) The Police Station is a one-story structure consisting of administrative offices, conference rooms, a training room, and jail cells. The Police Station operates 7 days a week, 24 hours per day.

(i) Gross area: 23,500 sq. ft.

(ii) Floor covering: Approx. 2,600 sq. ft. of ceramic tile, 5,600 sq. ft. of carpet, 300 sq. ft. of linoleum, and 7,000 sq. ft. of concrete.

(iii) Space to be maintained: Approx. 16,000 sq. ft. and is comprised of the following:

AREA	SQUARE FEET	TYPE	COMMENTS
Entryway (1)	500	Ceramic Tile	2 doors
Admin./ Dispatch	800	Carpet	
Office Areas	4,000	Carpet	
Sleeping Quarters	800	Carpet	1 sink, 1 toilet, 1 shower
Hallways	800	Carpet	
Public Restrooms (2)	900	Ceramic Tile	2 toilets, 2 sinks, 1 urinal
Locker Rooms (2)	1,200	Ceramic Tile	5 sinks, 5 toilets, 4 showers, 2 urinals
Fitness Room / Weight Room	500	Rubber Mats	
Lunchroom	300	Linoleum	1 sink, microwave, refrigerator
Stairways (2)	200	Concrete	
Windows (38)			
Garage	6,000	Concrete	
Juvenile Holding Cell (2)	35	Linoleum	

(b) BUILDING PROVISIONS:

(i) Inspect and pick up debris in underground parking garage and outside parking lot every Sunday.

(ii) Clean & extract carpet in Dispatch, break room, and reports room semi-annually.

(iii) Clean front office and dispatch windows daily.

(iv) DO NOT EMPTY the paper recycling boxes as paper must be shredded by PD staff.

(v) Dust behind computer monitors in Dispatch weekly.

(vi) Parking Garage: gather waste from all trash cans, place in specific dumpsters (daily).

(vii) Fitness Rooms:

(1) Sweep, dust mop and/or damp mop all hard floor surfaces (daily)

(2) Spot clean window and mirror glass (prints & smudges) (daily)

(3) Fill all dispensers (daily)

(4) Fully clean all mirrors (monthly)

26.7 **VILLAGE PARK**, 1535 CALIFORNIA DRIVE.

(a) Village Park is a preschool. It is a one-story building with two activity rooms and a kitchen.

(i) Gross area: Approx. 2,000 sq. ft.

(ii) Floor covering: Approx. 1,700 sq. ft. of hard surface.

(iii) Space to be maintained: Approx. 1,700 sq. ft. and is comprised of the following:

AREA	SQUARE FEET	TYPE	COMMENTS
Entryways (1)	112	Vinyl Composition Tile (VCT)	2 glass doors & windows
Activity Rooms (2)	1,350	Vinyl Composition Tile (VCT)	Tables, Chairs, Counters with sinks
Kitchen	112	Vinyl Composition Tile (VCT)	Refrigerator, stove with oven, microwave, counters, and sink
Restrooms (3)	136	Vinyl Composition Tile (VCT)	3 sinks, 3 toilets
Windows (16)			Includes doors

(b) BUILDING PROVISIONS:

(i) This facility is a preschool.

(ii) Prestige service is required.

(iii) Additional holidays that do not require cleaning:

(1) Thanksgiving week

(2) Winter break (usually last week of December and first week of January) Deep clean week.

(3) Week of President's Day

(4) Spring Break week (in April)

(5) One week in June (usually 2nd week)

(6) One week in August

(iv) Must use environmentally safe chemicals (green seal certified).

(v) Wipe down and sanitize tables and countertops, including toy shelf tops, and place chairs on tables (daily).

(vi) Sweep and mop floors (daily).

(vii) Wipe down and sanitize foam floor mats (weekly).

(viii) Replace tables and chairs to default positions.

(ix) Clean and sanitize all door handles and switches (daily).

(x) Wipe windowsills (weekly).

(xi) Clean bathrooms and sinks (daily).

(xii) Strip and wax VCT (three times per year).

(xiii) Clean windows (interior and exterior) (two times per year).

26.8 **PARKS CORPORATION YARD**, 420 CAROLAN AVENUE.

(a) The Parks Corporation Yard houses the Parks Department's maintenance shop, lunch room, locker room and two restrooms, one with a shower.

(b) Gross area: N/A

(c) Floor covering and space to be maintained: Approx. 800 sq. ft. and is comprised of the following:

AREA	SQUARE FEET	TYPE	COMMENTS
Restroom (2)	200	Epoxy floor	2 toilets, 2 sinks, 1 shower, 2 urinals
Locker rooms	100	VCT	
Kitchen/Break room	350	VCT	1 sink, 1 microwave, 1 cook top, 1 refrigerator
Windows (10)			

(d) BUILDING PROVISIONS:

(i) Cleaning on Monday and Thursday nights only.

(ii) Wipe down kitchen counters and sink (Daily).

(iii) Wipe down outside of refrigerator (Weekly).

(iv) Clean toilets and showers (Daily).

26.9 **COMMUNITY CENTER**, 850 BURLINGAME AVENUE.

(a) The Community Center is a recreational and social center for the City of Burlingame. It is a two-story building consisting of administrative offices and many activity rooms.

(b) Gross area: 63,000 sq. ft. (1st Floor ≈ 22,823, 2nd Floor ≈ 13,284, Garage ≈ 26,584)

(c) Floor covering: Approx. 36,100 sq. ft.

(d) Space to be maintained: Approx. 36,100 sq. ft. and is comprised of the following:

SURFACE TYPE		APPROX. SQUARE FEET	COMMENTS
C1/C2	Carpet Tile	6,588	
CS-1	Stained Concrete	12,041	
CO-1	Sealed Concrete	3,914	
W-2	Sprung Wood Floor	6,080	
E-1	Resinous Epoxy Flooring – Rough	656	
R-1,2,3,4	Resilient Floor	4,320	
W-1	Engineered Wood Floor	1,134	
T-1	Porcelain Tile	1,150	
D-1	Pedestal Deck Pavers	251	

(Community Center continued on next page)

COMMUNITY CENTER, 850 BURLINGAME AVENUE (continued).

ACTIVITY ROOMS:

1st Floor: Approx. 22,823 sq. ft.

AREA		APPROX. TOTAL SQUARE FEET	COMMENTS	
100	Lobby	528	CS-1	Stained Concrete
101	Reception	293	C-1	Carpet Tiles
102	Police Sub Station	88	C-1	Carpet Tiles
110	Lobby Lounge	407	C-1	Carpet Tiles
120	Acorn Meeting Room	376	C-1	Carpet Tiles
130	Sequoia Room	3930	W-2	Sprung Wood Floor
131	Platform	374	W-2	Sprung Wood Floor
136	Commercial Kitchen	656	E-1	Resinous Epoxy Floor Rough
140	Teen Scene	794	R-2	Resilient Floor
150	STEAM	1195	R-3	Resilient Floor
160	Kids Town	879	R-4	Resilient Floor
170	Maker's Space	1613	CS-1	Stained Concrete
187	Magnolia Meeting Room	90	C-1	Carpet Tiles
192	Staff Breakroom	135	R-1	Resilient Floor
	Elevator	40	C-1	Carpet Tiles
180-190 (-187)	Office Areas	1220	C-1	Carpet Tiles
	In Building Restrooms	8 Restrooms	T-1	Porcelain Tiles 10 Sinks 1 Shower

		13 Toilets 2 Urinals

2nd Floor: Approx. 13,284 sq. ft

AREA		APPROX. TOTAL SQUARE FEET	COMMENTS	
200	Upstairs Lobby/Hallway	299	C-1	Carpet Tiles
202	Staff Office	105	C-1	Carpet Tiles
203	Staff Office	118	C-1	Carpet Tiles
212	Senior Lounge	1022	C-1	Carpet Tiles
220	Maple Meeting Room	1509	C-2	Carpet Tiles
230	Music Arts	432	C-1	Carpet Tiles
240	Fine Arts	1120	R-2	Resilient Floor
250	Dance + Fitness	1776	W-2	Sprung Wood Floor
260	Elm A Classroom	503	W-1	Engineered Wood Floor
270	Elm B Classroom	631	W-1	Engineered Wood Floor
	Restrooms	2 Restrooms	3 Sinks 4 Toilets 2 Urinals	

(Community Center continued on next page)

COMMUNITY CENTER, 850 BURLINGAME AVENUE (continued).

General Guidelines	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Keep all doors locked while cleaning	x				
Lock all doors and leave only designated lights on (when exiting)	x				
Keep custodial closets neat and orderly	x				
Gather trash and recycling and place in specific dumpsters	x				
Clean and dust all overhead HVAC vents				x*	
Report any occurrences that may be out of the ordinary	x				
Apply gym finish in Sequoia Room					1x*
Shampoo and extract carpets					1x*
Clean interior and exterior of perimeter glass when requested, (perimeter glass is glass that is on the building envelope). This work is to be billed separately and is not included in the monthly cost.	Cost to be provided				
Clean all partition glass (all interior glass that is not part of the perimeter glass)					x

Restrooms/ Showers (Prestige service**)	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Clean and sanitize all dispensers and receptacles	x				
Empty and wipe down sanitary napkin receptacles	x				
Fill all dispensers	x				
Clean and sanitize all fixtures, toilets and urinals and counter surfaces	x				
Clean mirrors		x			

Clean and sanitize all partitions doors, and partitions		x			
Clean and mop all floors and mats	x				
Clean walls				x*	
Clean all doors and hardware				x*	
Machine scrub restroom floors				x*	
Detail clean grout lines in shower walls				x*	

Break Room/Classrooms/Meeting Rooms (Prestige service)**	**Frequency**				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Clean and sanitize countertops, sinks, & tables	x				
Replenish supplies	x				
Spot clean floors and dust mop	x				
Vacuum/mop floors		x			
Clean all doors and hardware				X*	

Sequoia Room (Prestige service)**	**Frequency**				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Dust mop and spot clean floor	x				
Mop floor on Thursday, Friday, Saturday and Monday		4x			
Clean all doors and hardware				x*	

Commercial Kitchen (Prestige service)**	**Frequency**				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Clean and sanitize countertops, sinks, and tables	x				

Replenish supplies	x				
Mop floor daily from May to August, Thursday, Friday, Saturday and Monday for remainder of the year.	x				

Hallways and Lobby Stairs (Prestige service)**	**Frequency**				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Clean & sanitize drinking fountains	x				
Empty and wipe outside of refuse bins	x				
High and low dust (see definition for high and low dust)			x		
Vacuum carpets	x				
Mop concrete floors	x				
Spot clean walls	x				

Staff Hallway & Offices (Monday – Friday only) (Prestige service)**	**Frequency**				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Vacuum floors	x				
Hi and low dust (see definition for hi and low dust)			x		
Spot clean light switches and door handles	x				
Vacuum upholstered furniture				x	
Dust work surfaces (desks & counters), behind computers, printers and under keyboards			x		
Dust TV's and monitors			x		

Elevator (Prestige service)**	**Frequency**

Service Description	Dly	Wkly	Mthly	Qrtly	Yrly
Vacuum interior floor	x				
Clean high touch points	x				

Stairwells from garage (Prestige service**)	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Sweep and/or vacuum as needed		x			
Wipe and sanitize hand rails		x			
Emergency stairwells cleaning not needed					

Lobbies (upstairs and down) & Reception Desk (Prestige service**)	Frequency				
Service Description	**Dly**	**Wkly**	**Mthly**	**Qrtly**	**Yrly**
Clean exterior of refuse and/recycle bins	x				
Wipe down and sanitize reception countertop and work areas		X (every Saturday)			
Vacuum carpets and entryway and exterior mats	x				
Vacuum upholstered furniture				x*	
High and Low dust			x		
Mop concrete floor	x				
Dust TV's and monitors			x		

Dly = Daily
Wkly = Weekly
Mthly = Monthly
Qrtly = Quarterly
Yrly = Yearly
x* - Date to be scheduled with City staff

** Prestige service requires regularly scheduled cleaning of surfaces regardless of whether dirt is visible. Examples include daily cleaning of counters and regular vacuuming of carpeted areas.

Definition of High Dust – removal of dust, cobwebs, from all fixtures and surfaces above 5’ from the floor including window blinds/shades, ceiling fixtures, air ducts, ceiling fans, etc.

Definition of Low Dust- removal of dust, cobwebs, etc. below desk level including filing cabinets, furniture, equipment, and baseboards.

SCHEDULE OF WORK TO BE PERFORMED (continued)

1st Floor Care					
Area		**Comments**		**Maintenance Guide**	**Maintenance Procedures**
100	Social Lounge	CS-1	Stained Concrete	Attachment H	See Maintenance Section, pg. 3
101	Reception	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
102	Police	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
110	Social Lounge	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
120	Conference Room	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
130	Sequoia Room	W-2	Sprung Wood Floor	Attachment G	See Daily Care Section, pg.1
131	Platform	W-2	Sprung Wood Floor	Attachment G	See Daily Care Section, pg. 1
136	Commercial Kitchen	E-1	Resinous Epoxy Floor Rough	Attachment E	See Cleaning Guidelines, pg. 4
140	Teen Scene	R-2	Resilient Floor	Attachment D	See Care and Maintenance, pgs. 1-3
150	Mid-Kids	R-3	Resilient Floor	Attachment D	See Care and Maintenance, pgs. 1-3
160	Kids Town	R-4	Resilient Floor	Attachment D	See Care and Maintenance, pgs. 1-3

170	Tech/Creative Arts Studio	CS-1	Stained Concrete	Attachment H	See Maintenance Section, pg. 3
187	Conference Room	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
192	Staff Breakroom	R-1	Resilient Floor	Attachment D	See Care and Maintenance, pgs. 1-3
	Elevator	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
180-190	Office Areas	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
111	Restrooms (Parks Restroom not included)	T-1	Porcelain Tiles	Attachment C	See General Recommendations, pgs. 1-2

SCHEDULE OF WORK TO BE PERFORMED (continued)

2nd Floor Care					
Area		**Comments**		**Maintenance Guide**	**Maintenance Procedures**
200	Social Lounge and Hallways	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
202	Coordinator Room	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
203	Supervisor Room	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
212	Active Lounge	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
220	Meeting Room	C-2	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
230	Music Art	C-1	Carpet Tiles	Attachment A	See Carpet Maintenance Checklist, pgs. 1-2
240	Fine Arts	R-2	Resilient Floor	Attachment D	See Care and Maintenance, pgs. 1-3
250	Dance + Fitness	W-2	Sprung Wood Floor	Attachment G	See Daily Care Section, pg. 1
260	Enrichment Classroom	W-1		Attachment B	See Routine Maintenance, pg. 2
270	Enrichment Classroom	W-1		Attachment B	See Routine Maintenance, pg. 2

Restrooms	T1 Porcelain Tiles	Attachment C	See General Recommendations, pgs. 1-2

Maintenance Guidelines

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CARPET MAINTENANCE CHECKLIST

1. IDENTIFY AND ADDRESS ALL SOURCES OF SOILING

- Parking lots/ Entrances: By maintaining a clean exterior, dirt coming in the building will be minimized.
- Transition areas (hard surface to carpet): Clean frequently to prevent soil from tracking to carpet.
- Food service areas/Restrooms/Water coolers: Matting may be required in areas where moisture, oil and grease are present.

2. USE ENTRY MATS (KEEP DIRT OUTSIDE)

- Two mat categories
    - Soil Removal — used at exterior entrances to remove soil from shoes
    - Absorbent mats — used inside to prevent moisture trom getting on the carpet
- Mats should cover at least 6 footsteps to capture soil transferring from shoes. Additional matting may be necessary during inclement weather.
- Keep mats clean (mats must be properly placed throughout the facility and maintained on a regular basis).

3. VACUUM (THE MOST IMPORTANT PROCESS IN YOUR MAINTENANCE PROGRAM)

- 80 to 85 % of dry soil can be removed by proper vacuuming.
- Select Vacuum cleaners certified in the Carpet and Rug Institute's Seal of Approval (SOA) / Green Label Vacuum Cleaner Program (www.carpet-rug.org)
- Commercial, dual—motor upright, top—loading vacuums are recommended.
- Maintain working condition of vacuums with special attention to the bag (empty when half full).

4. PROMPTLY ADDRESS SPOTS AND SPILLS

- Use General Soil Spot Removers, like Shaw's TOTALCARE® products for most common spots and spills. (For ordering information call or contact your representative.) Additional cleaning agents (wool safe products) are listed in the Carpet and Rug Institute's Seal of Approval (SOA) Program (www.carpet-rug.org)
- Use solvent spotters for oil/grease (petroleum—based spots). Solvent gels preferred. Follow manufacturer's recommendations when using solvents. Rinsing may be necessary.
- Use specialty products (www.proschoice.com) for set stains where color has been added or altered.
    - CTI Pro's Choice Red Relief (acid dye stains — colored soft drinks, medicines. etc.)

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Maintenance Guidelines

CTI Pro's Choice Stain Magic (organic dye stains — coffee, tea, mustard, etc.)

- Some disinfectants contain chemicals that can stain, discolor and cause general harm to your flooring product. Quaternary Ammonium Salts are among those that have been found to be harmful to your flooring when used over time. Take care to choose pH neutral products only.

5. USE INTERIM SYSTEMS TO MANAGE APPEARANCE

- Encapsulation — process using CRI SOA cleaning agents and a dual—cylindrical counter—rotating brush machine for agitation.
    - Always pre—vacuum.
    - Hot water extraction recommended after every third (3rd) encapsulation.
- Walk Behind Extractors — use CRI approved cleaning agents, be sure to operate at lowest speed.
- **NOTE:** Bonnet cleaning is **NOT** recommended!

6. FOLLOW DEEP CLEANING PROCESS

- Hot Water Extraction Process:
    - Always pre—vacuum.
    - Apply an approved pre—spray cleaning agent in the CRI (SOA) Program.
    - Agitate with mechanical brush and allow 10 minutes dwell time.
    - Extract with hot water or use a low pH rinse agent in the machine. We recommend CRI Gold Rated Equipment.
- Examples of Equipment:
    - Truck mount units maintain higher pressure and temperature
    - High Flow Extractors
    - Portable box and wand — minimum 200 psi and approximalely 1 gallon of water flow per minute.
- To prevent wicking use air movers to expedite drying. Be sure facility HVAC is on during cleaning and remains on for at least 12 hours afterward.

7. RESOURCES

- Shaw's Technical Support web—based training program is available at https://www.youtube.com/watch?v=wH-y6NbFUos&list=PLPIvybF4GS2XOHTVtGL_soZZ_Ni0hyr9D
- For Technical assistance or maintenance related questions contact at .

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ATTACHMENT A

Maintenance Guidelines

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SUGGESTED FREQUENCY CHART FOR COMMERCIAL CARPET CARE

Traffic Level	Vacuum	Spot Removal	Interim Cleaning	Hot Water Extraction
Light • Private offices • Cubicles	2+ times per week	As needed	As needed	1 time per year
Moderate • Shared offices • Secondary hallways • Conference rooms • Classrooms	1 time per day	As needed	As needed	2 times per year
Heavy • Common entrances • Elevators • Main hallways • Break rooms • Work rooms • Mail rooms • Patient rooms • Waiting areas	1+ times per day	As needed	Monthly	4 times per year

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Maintenance Guidelines

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Extra Heavy • Common entrances in severe climates • Cafeterias/food service areas • Extra heavy traffic	1+ times per day	As needed	Weekly	Monthly

- This chart represents a general guideline; your program should be customized to your specific conditions.
- Extra heavy traffic and soiling conditions require more frequent attention.
- **NOTE:** Use of a pile lifter may be a consideration. Pile lifting helps restore the surface pile yarns and helps remove embedded dry sand and soil.

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All Nydree Engineered Flooring Products
Pedestrian Finish
Urethane Finish Maintenance

PREVENTION

- Place mats or throw rugs at doorway exteriors, interiors and pivot areas to help prevent the tracking and grinding of grit, dirt, sand and moisture into the finish. Dirt can be ground into the floor surface and scratch the finish. Excess moisture can damage the wood fiber. Rugs and mats must be made of a breathable material and non-marking rubber to prevent moisture entrapment and finish discoloration.
- Never use excessive amounts of water for cleaning. Never pour any cleaner directly onto flooring. Never wet mop with string type mop. Continually wet mopping a hardwood floor means the floor is continually expanding and shrinking. The resulting stresses and movement of the flooring can cause abnormal and unsightly checking and cracking.
- Never use wax, oil-based soap, multi-purpose cleaners, window cleaner, vinegar, furniture polish or other household cleaning detergents on Nydree Pedestrian Finished Flooring. Remember to wipe up spills immediately.
- Use fabric-faced glides or large (at least 2" in diameter), broad surfaced (at least ¾" in width), barrel-type, double wheel casters (non-marking rubber or polyurethane) on chairs and furniture legs to prevent scratching, scuffing and other damage. Keep glides and casters clean by inspecting regularly to prevent scratching. Replace fabric-faced glides as needed.
- Keep in mind that high heels, cleats and sports shoes can indent the floor surface.
- When moving heavy furniture, equipment, etc., use roller casters and be sure to protect the wood flooring with heavy cloth or cardboard.
- Keep HVAC systems set at 70°F (21 °C) and 30-55% relative humidity. Use a humidifier in the winter months to keep all wood movement and shrinkage to a minimum.
- The suns UV rays and strong artificial lighting can discolor some hardwood flooring species over time. If possible, periodically rearrange rugs and furniture to allow for even aging of the flooring. Some species darken (cherry) and some species will amber over time (oak).

ROUTINE MAINTENANCE

- Routine, regular maintenance, daily if necessary, should include sweeping, vacuuming or dust mopping with Nydree Flooring Dust Mop Treatment. Walking on a dusty or dirty floor is the fastest way to damage the finish.
- Periodically clean the floor with Bona Pro Series Hardwood Floor Cleaner.
  Small Installations
  Lightly mist a small area and immediately wipe clean with microfiber cleaning pad. Replace microfiber cleaning pads whenever they become heavily soiled. Pads are machine washable. *Important Tip:* To avoid redistributing dirt and contaminants back onto the floor, rinse the microfiber cleaning pads periodically with clean water. THOROUGHLY wring out cleaning pads before using on the floor.
  Large Installations
  Pour Bona Pro Series Hardwood Floor Cleaner into a bucket. Soak several large towels in the solution, making sure they are thoroughly wet. THOROUGHLY wring out the towels to remove excess moisture. Wrap a towel around a push broom and tack the floor. (Tacking means to clean until no dirt/dust is left on the floor or towel). To prevent redeposit of dirt and oil, refold towel using clean sides as needed. Pay special attention to corners. Repeat the procedure in each area of the floor until the entire floor has been cleaned.
  Commercial Installations – Option #1: With a 175 rpm floor buffer and a white polishing pad, LIGLTLY mist an 8' x 8' area with Bona Pro Series Hardwood Floor Cleaner. Periodically replace the buffing pad as it becomes soiled. Do not allow the cleaner to dry before buffing. Option #2: Use Bona Power Scrubber or Autoscrubber using Bona Pro Series Hardwood Floor Cleaner or Bona Deep Clean Solution. Make sure that the water setting is on low.
  Spot Cleaning - Apply cleaner to a clean cloth and scrub the area by hand.

REMEDIAL MAINTENANCE

- ***Food/Water/Pet Urine/Spills.*** Immediately absorb spilled foods and liquids with cloth rags or sponges. Once dry, use Bona Pro Series Hardwood Floor Cleaner. Apply solution directly to cloth or sponge. Rub dry immediately.
- ***Masking Light Scratches.*** Apply Zenith Tibet Almond Stick to the scratch **only**. Wipe excess off with white rag. A touch-up kit made for urethane finishes can also be used. These matching crayons and felt-tipped markers are available at most flooring retailers and hardwood stores.
- ***Superficial Scratch Removal From Small Area or Individual Plank / Worn or Damaged Finish.*** For entire floor recoating use the Bona Prep & Recoat System. Be sure the floor is free from wax, polish or oily residue. Sweep and vacuum the damaged area. Tape off the damaged plank(s) using 3M™ Painters' Pre-Taped Masking Film or 3M™ 2080 Blue Painter's Tape to avoid coating adjacent plank(s). Spray Bona Prep over the flooring to be recoated. Buff the flooring wet using a Bona Conditioning Pad. Remove any residues using a white rag dampened with Bona Prep. Once the flooring has dried, smooth out the scratches in the plank(s) always sanding in the grain direction. Be careful not to completely sand through the finish. Lightly abrade the remainder of the plank(s), so that the new finish will adhere. Tack the plank(s) to remove dust and grit using a white rag dampened with Bona Prep. Allow the flooring to dry completely. Immediately apply 1-2 coats of Nydree Flooring Touch-Up polyurethane or a high quality, satin, name brand urethane, such as Bona Traffic/Traffic HD Satin, or Bona Mega Satin to the entire plank(s). For the smoothest appearance, abrade with a Bona Conditioning pad and tack with a slightly water-dampened white cloth between coats of urethane. Remove blue tape. Allow 24 hours for light traffic, seven days for heavy traffic. *Note: This procedure is for Nydree's standard Pedestrian **Satin** **15 gloss** finish. If a custom gloss finish was applied at the factory, the corresponding gloss finish should be used for the repair.*
- ***Deep Scratches That Cut Through the Finish and/or Wood***. Try the same approach as above, but prior to recoating, try coloring the scratch with a felt-tipped marker from a touch-up kit made for urethane finishes or a readily available stain. If this repair is not acceptable, then the deep scratch can be removed by replacing the plank(s).
- ***Cigarette Burns.*** Use the Deep Scratches method, but more aggressive sanding may be required.
- ***Chewing Gum/Crayon/Wax***. Apply a plastic bag filled with ice on top of the deposit until it is brittle enough to crumble off. Clean area with Bona Pro Series Hardwood Floor Cleaner.
- ***Grease/Tar/Oil/Rubber Scuff Marks/Lipstick/Crayon***. Use the Food Spill method. If material remains, use mineral spirits on a cloth. Follow with Bona Pro Series Hardwood Floor Cleaner.

To purchase all Nydree Flooring maintenance products, contact your local sales representative, order maintenance materials from the website www.nydreeflooring.com or call Nydree Flooring Customer Service at 800.682.5698.

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All Nydree Engineered Flooring Products Installation & Initial Maintenance Instructions MRA1585™ Moisture Retarding Adhesive

This Installation Instruction covers all Engineered Flooring manufactured by Nydree Flooring, LLC. All glue down installations require the use of Nydree Flooring MRA1585 Moisture Cured Urethane Adhesive. (Refer to label on container for complete details.) Nydree highly recommends the use of NWFA certified professionals to install all Flooring.

PLANK STORAGE PRIOR TO INSTALLATION

- Flooring must be stored in an enclosed and well-ventilated building. Never store flooring outdoors. Do not store flooring directly on warehouse floors. KEEP FLOORING WRAPPED IN POLYETHYLENE BAG AND ON SKIDS. The storage area within the building should be clean and dry. Ideally the warehouse will be temperature and humidity controlled. Temperature range: 60-90 °F (16-32 °C) and Relative Humidity: 30-55%.
- Do not store flooring outside in non-ventilated 18-wheel truck trailers. Extreme heat developed during the summer months could distort the flooring.
- Nydree Flooring, LLC can not be responsible for damage to flooring caused by improper storage.

ACCLIMATION

Each pallet of Nydree Engineered Hardwood Flooring will arrive to the job site wrapped in a polyethylene bag and typically shrink-wrapped to maintain the flooring at its most desirable installation moisture content. If material needs to be inspected prior to flooring installation, carefully remove the shrink-wrap and lift off polybag. After inspecting, put polybag back over pallet of flooring and secure with tape until installation. DO NOT REMOVE NYDREE ENGINEERED HARDWOOD FLOORING FROM THE POLYBAG UNTIL THE DAY OF INSTALLATION. Flooring that has not been used within a day should be returned to the polybag until ready for installation. No acclimation time is needed or desired when installing flooring. Removing the polybag prior to installation could lead to plank distortion (bowing, crowning, twisting, cupping). Temperature of material and adhesives should be acclimated to 60° - 90°F (15° - 32°C).

DIRECT BOND INSTALLATION METHOD

Note: Install finished flooring from multiple cartons throughout all skids of material to obtain a random distribution of the natural color variation which is an inherent characteristic of genuine hardwoods. To prevent damage, the flooring should be installed as the last step of the construction project.

Preparation

A. All Subfloors

- Nydree Engineered Hardwood Flooring can be installed on, above, or below grade.
- Permanent HVAC must be in operation (2 weeks minimum) and permanent lighting must be provided prior to flooring installation. This is very important when performing any type of moisture test on a concrete slab. (Salamanders are not acceptable)
- Job site temperature should be 60° - 90°F (15° - 32°C). The ideal relative humidity for flooring installation is between 30 and 55%, prior, during and after installation is completed. Keep in mind that if the relative humidity drops below 30% for extended periods, the flooring could shrink causing surface splits and gaps.
- Do not install flooring until all other significant construction work (dry-wall) is complete. Moisture producing activities such as drywall, concrete, masonry, painting and grouting must be complete and cured.
- Use Portland cement-based filler to patch saw-cut control joints (score marks in concrete), cold/construction seams(concrete), cracks, holes, voids, low spots, depressions, grooves, indentations and defects of small areas. Fill level with the surrounding surface. Do not fill or bridge concrete slab expansion joints. These joints must be carried through the flooring surface using an expansion joint covering system**. DO NOT skim coat large areas with extremely thin layers of patching compound.** Sand and/or scour patched areas smooth after material is fully cured according to manufacturer's instructions. Use only quality materials and Portland cement-based patching products. Suggested patching products include: Ardex Feather Finish®, Ardex SD-P®, Bostik Fast Patch 102™ , Bostik UltraFinish™ and Durabond Webcrete™ 95.
- Substrate must be clean, sound, and free of wax, dirt, dust, mold, mildew, loose material, grease, oil, coatings, paint, rust, asphalt cutback, old adhesives (carpet), weak powdery concrete, weak powdery gypsum, adhesive removers, efflorescence (white soluble salt deposits on concrete surfaces) and other contaminants that will interfere with the bonding of the adhesive. Scouring using 3 ½ (20 grit) open coat sandpaper can remove most of these materials.
- Verify that substrate is flat to within 3/16" in 10 ft. (5mm per 3m). The substrate must be free from cracks, holes, voids, ridges, projections and other defects impairing performance or appearance.

B. Concrete Slabs

- On-grade/Below-grade slabs: Subslab moisture retarder - Minimum 6 mil (0.15mm) , preferred 10 mil (0.25mm) intact, polyethylene vapor retarding membrane beneath slab.
- Acrylic Impregnated Engineered Flooring should not be installed on any concrete subfloor where there is hydrostatic pressure or standing water.
- If a sealer, curing compound, bond breaker, densifier/hardener, prior adhesive or other surface coating has been applied, it must be completely "ground" off by diamond grinding, shot blasting or scarifying. Whenever possible, grind a concrete subfloor to tolerance rather than fill. Sweep and vacuum substrate after grinding or scouring. **DO NOT use sweeping compounds** as most contain oils or waxes which will interfere with the flooring adhesive bond.
- Concrete substrates should NOT be glassy smooth and reflective. Concrete should have a minimum surface profile of CSP-3, similar to that of a broom finished concrete floor for MRA1585 to properly penetrate and bond.

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- New slab cure min. 30 days, preferably 60.
- Temperature of concrete should be above 60°F(15°C), but should not exceed 90°F(32°C).
- Concrete must be clean, sound, free from contaminates and dry regardless of concrete age, history or grade level. Slab concrete moisture test results determine the application rate of the MRA1585 adhesive.

> Calcium Chloride results up to 15 lbs./1000 sf/24 hrs and in-situ Relative Humidity results up to 85%.
> The adhesive is applied with a 3/16" x 5/32" V-Notch trowel at a rate that does not exceed 50 square feet per gallon.

> Any Calcium Chloride result **greater** than 15 lbs./1000 sf/24 hrs or any in-situ Relative Humidity result **greater** than 85%.
> The adhesive is applied with a 1/4" x 3/16" V-Notch trowel at a rate that does not exceed 35 square feet per gallon.

The protocol for Calcium Chloride testing (ASTM F1869) and in-situ relative humidity testing (ASTM F2170) must be followed precisely for warranty consideration. If both tests are performed, the in-situ RH test is always the qualifying standard. Calcium Chloride Test kits are available from Nydree Flooring. If there is concern over any excessive future subfloor moisture, always use the 1/4" x 3/16" V-Notch trowel application rate.

- Concrete ph level is not a concern using MRA1585 adhesive.

C. Self-Leveling Underlayments

- If self-leveling underlayments are used, they must dry sufficiently (Run moisture tests) and dry hard (not dusty/powdery). Self-leveling underlayments must have a compressive strength equal to or greater than 2000 psi.
- Gypsum-based self-leveling underlayments must be dry, "above-grade" installations where the gypsum has dried hard (not dusty/powdery), and the Gypsum has a compressive strength equal to or greater than 2000 psi.
- Suggested products include: Ardex K 15®, Bostik SL-150™ and Durabond Duralevel™ 83P.
- Nydree Flooring, LLC can not be responsible for strength, adhesion, or general performance of underlayments as proper compounding and preparation of subsurface are the responsibility of the installer.

D. Plywood Overlays

- Good quality plywood, properly secured, makes an excellent subfloor.
- When using plywood as an underlayment ¼" (6.4mm) or thicker APA-CDX grade plywood is recommended.
- Follow underlayment manufacturer's installation instructions for spacing and fastening. Do not intentionally leave spacing or gaps between panels. Gently butt panels together. Stagger plywood underlayment joints avoiding subfloor seams and leave ¼" (6.4mm) expansion space at all vertical obstructions. Ensure that all nail/staple/screw heads are set flush with or below surface. Sand high edges of plywood underlayment joints level.
- Particleboard, flakeboard, chipboard, OSB, waferboard, masonite, hardboard and Meranti/Lauan are not approved substrates.
- Verify that the plywood is clean, acclimated (24-48 hrs.) and dry. The reading on any wood moisture meter should be less than 12%.

E. Structural Suspended Plywood or AdvanTech T&G Subfloors

- Use 5/8" (16mm) or 3/4" (19mm) APA-CDX grade (or better) underlayment plywood when joists on center are 16" or less. Use 3/4" (19mm) APA-CDX grade plywood or 23/32" AdvanTech when joists on center are 19.2" or less. Allow 1/8"-1/4" (3.2-6.4mm) expansion space between sheets with staggered joints. When installing, leave 1/4" (6.4mm) minimum expansion space at all vertical obstructions. Always install panels with long dimension perpendicular to supports.
- Ensure that all nail/staple/screw heads are set flush with or below surface. Sand high edges of plywood joints level.
- Particleboard, flakeboard, chipboard, OSB, waferboard, masonite, hardboard, and Meranti/Lauan are not approved structural substrates.
- Verify that the plywood is clean, acclimated(24-48hrs.) and dry. The reading on a wood moisture meter should be less than 12%.

F. Existing Engineered Wood Flooring

- Must be sanded smooth to remove varnish or urethane finish, high edges, chips, or other contaminants.
- Must be clean, structurally sound, well bonded, flat to within 3/16" in 10 ft. (5mm per 3m), well nailed and/or glued, free of voids and with joints that do not exceed 1/4" (6.4mm). Ensure that all nail heads are set flush with or below surface.
- Install perpendicular to existing engineered wood flooring, whenever possible.
- Verify that the existing wood subfloor is dry. The reading on any wood moisture meter should be less than 12%.

G. Acoustical Underlayments

- Glued Down Eco-Silencer HD FOF is the preferred acoustical underlayment for all Nydree Engineered Flooring (available through Nydree customer service). See separate installation instructions.
- Glued Down Cork Underlayment (AcoustiCORK, WECU Soundless, Bostik Natural Cork), Ecore-QTscu, Impacta ProBase (92% post consumer recycled content) and Dura-son 3.5mm provides a suitable sound barrier for all Nydree Engineered Flooring products. Glue down acoustical underlayment according to manufacturer's installation instructions.
- If any Calcium Chloride test is equal/greater than 3 lbs. or any insitu relative humidity test is equal/greater than 75%, then acoustical underlayment can not be used unless an approved moisture mitigation system is applied first. Koster VAP I 1200 is highly recommended.

H. Radiant Heated Floors (Hydronic)

- All concrete should be dry (Run moisture tests).
- System should be running for at least one week prior to flooring installation regardless of the season. Make sure there are no leaks in the system that could damage the flooring.
- Turn off radiant heat system at least 4 hours prior to starting installation and wait at least 3 days after the flooring installation to turn the radiant heat system back on. Flooring and adhesive should never come in direct contact with heating tubes.
- Maximum boiler temperature of 110°F (43°C). Maximum slab/floor temperature of 85°F (29°C).
- It is important that the relative humidity be maintained between 30 and 55% when radiant heating is used to prevent splitting and gapping of the flooring.
- Maxxon Therma-Floor radiant heating system is an acceptable subfloor.

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I. Terrazzo, Marble/Ceramic/Clay Tile and Epoxy Poured Floors

- Terrazzo, marble, ceramic tile, clay tile and epoxy poured floors provide a suitable surface provided they are flat and structurally firm and dry. (Remove a piece of material to allow moisture tests to be run).
- Any waxes, sealers, or polishes present must be entirely removed by stripping, rinsing and scouring before installing finished flooring. NOTE: Scouring, screening or sanding, by itself, is NOT effective for wax removal. These surfaces must be stripped.
- If surface is irregular, grind smooth and fill holes, chips, and seams (only as necessary).
- Any glazed or very smooth surfaces should be scoured with 3 ½ (20 grit) open coat sandpaper.

J. Existing Vinyl Tile or Sheet Vinyl Floors

- Existing synthetic flooring, such as vinyl tile or sheet vinyl must be well bonded to the subfloor and show no signs of moisture. The vinyl also must be stripped and abraded with a butyl-based stripper using a coarse (green or black) buffing pad. Stripping will remove waxes, coatings and foreign materials. The green or black pad will abrade the surface and provide increased bond strength. ***CAUTION! Do Not Sand, Scrape, Drill, Saw, or Beadblast Vinyl Asbestos Tile (VAT).*** If the vinyl or tiles are loose, damaged or in poor condition, completely remove them and clean the vinyl adhesive from the subfloor. If the vinyl can not be removed and the subfloor is concrete, shooting down 5/8" (16 mm) or 3/4" (19mm) APA-CDX grade plywood or equivalent will provide an acceptable subfloor. If the subfloor is wood, 1/4" (6.4mm) CDX grade Underlayment plywood or thicker is recommended.

K. Metal Subfloors (Aluminum, Steel and Stainless Steel)

- Scour all paint, dirt, contaminants and the surface of the metal with 3 ½ open coat (20 grit) paper using a floor machine or equivalent. The steel should have a faint metallic sheen. Sweep and vacuum clean.
- Wash the metal with one of the following properly diluted neutral cleaners: Clean Scrub® (Hillyard), Once n' Done (Armstrong), **or** Stride (Johnson).
- Rinse three times with clear water. Allow to dry thoroughly.
- As steel is not a conventional substrate, we strongly recommend testing a small area with the above procedure.
- Test adhesion of the flooring to the steel after at least 7 days.
- Nydree Flooring, LLC can not be responsible for inadequate adhesion to metal as proper preparation of the substrate is the responsibility of the installer.

Installation – MRA1585 Glue Down

Note: Prior to spreading MRA1585, it is mandatory to "dry lay" a portion of the initial course to verify proper layout and to visually inspect the flooring. Verify that the flooring is the correct species, color, width, grain, finish (gloss level) and quality (fit) prior to installation. If there is any doubt, do not install the flooring. Contact Nydree Flooring immediately. Nydree Flooring can not be responsible for installation of the wrong type of flooring or for installing obvious defects.

A. Snap a chalk line at plank width plus required expansion spacing off of wall. The required expansion spacing is 1/4" (6.4mm) per 12 lineal feet (3.7 meters) of flooring. Adjust line accordingly if wall is not square and straight in relation to the rest of the area. Additionally, allow the required expansion space around the perimeter of the room and at all vertical obstructions.

B. Depending on concrete slab moisture content use the appropriate V-notched trowel. Spread adhesive either using a 3/16" x 5/32" V-notched trowel, held at a 45 degree angle (15 lbs. or less, 85% in-situ RH or less) or a 1/4" x 3/16" V-notched trowel (>15 lbs. or >85% in-situ RH). All non-concrete based substrates, where moisture is not an issue, utilize the 3/16" x 5/32" V-notched trowel. 100% of the substrate must be covered with MRA1585 to protect against damage from subfloor moisture. Install flooring immediately into the "wet" adhesive. Do not allow adhesive to remain "open" more than 20 minutes. Do not let adhesive dry to the touch. Occasionally lift a piece of flooring to assure vapor retarding adhesive is achieving at least 85% transfer between the substrate and flooring. If not, use the larger 1/4" x 3/16" V-notch trowel or patch/level the uneven subfloor. Spread adhesive only over surface that can be finished within cure time of adhesive.

C. Aligning carefully along the strike line, lay 3 pieces of flooring lengthwise in the first course. Begin the second course by cutting off the first piece to an appropriate length or utilize the random length pieces included in each box to establish random butt joint location. End joints should be staggered at least 6" (15cm).

D. Complete four courses by placing all pieces in the fresh adhesive. When placing a piece, lower the flooring into position as close to the adjacent plank as possible. Fit into place the remaining distance. Begin the next course by offsetting the butt joints. As described above, fit the ends tightly without gaps. Again, stagger the butt joint location when beginning the third and fourth course.

E. Take an 8 foot (2.5m) straight edge and check the alignment along the whole lay just completed. Tap the straight edge lightly with a hammer to adjust. It is not necessary to jam the flooring tightly. Use wood wedges (remove later) at walls to prevent shifting.

F. Keep trowel clean when not in use. This will prevent cured adhesive from plugging trowel notches. If trowel notches become clogged with adhesive or become worn, clean to allow proper coverage, replace trowel or install a new notched blade on Injecta-Notch trowel handle.

G. To keep Nydree Engineered Hardwood Flooring in place during installation, we suggest using removable wedges, tack down strips, flooring clamps or 3M #2080 Blue Adhesive Tape. **WARNING!!! Do not let the 3M #2080 Blue Adhesive Tape on the flooring surface for any longer than 24 hours. Tape may leave a residue on the finish upon removal.**

H. ***It is extremely important to immediately remove excess adhesive while it is still fresh.*** Use mineral spirits (low odor, no residue) and a clean, white, cotton cloth as the flooring is being installed or use Sentinel 922 Adhesive Remover Wipes. If solvents are used to facilitate partially cured mastic removal (under 24 hours), they must be wiped off surface promptly when mastic softens. Approved solvents to remove partially cured adhesive include Goof Off®, mineral spirits, or equivalent. Do not use acetone, ketones, ethyl acetate, methylene chloride, or lacquer thinners to remove mastic as they will damage the flooring. A stiff plastic putty knife may be helpful to remove large globs of glue. Many have found that a Mr. Clean® Magic Eraser® is helpful at removing partially cured or cured smudges. ***Cured adhesive (over 24 hours) is almost impossible to remove. As a last resort, Oil Flo 141 available through Taylor Tools (www.taylortools.com) or a local distributor has been found to effectively dissolve cured MRA1585 adhesive.***

I. Roll floor with 150 pound (70kg) roller (100 pound plus 50 pound attachment) 30 minutes after spreading adhesive, but not later than 60 minutes. Be sure to roll in both directions (with plank grain and across grain). Make sure that the roller is clean and free of debris. Also make sure all adhesive is cleaned from the flooring surface prior to rolling. If there are concerns that the flooring is not in complete contact with the adhesive, weighting the floor while the adhesive cures is very effective.

J. Flooring should be protected from traffic for 24 hours. Finished flooring must be protected from abuse by other trades. Use heavy kraft paper, cardboard, USG FIBEROCK™ Floor Protector Paper, or equivalent. Do not use plastic or poly. Make sure the floor has been cleaned thoroughly (swept, vacuumed and dust mopped) prior to protecting, so that the flooring surface will not be scratched by debris. Avoid covering the installation with protective paper or equivalent for at least 24 hours. If the floor is covered, consider covering the entire flooring installation, since some species are light-sensitive and uncovered areas may change color. When taping paper or sheets together, tape them to each other, not to the floor. Some flooring material (attic stock) should be set aside in case future repairs are needed.

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CLEAN-UP & MAINTENANCE

A. Guidelines

- Remove protective covering following completion of work by other trades. It is important to follow good housekeeping policies.
- Sweep, vacuum and dust mop flooring on a regular basis to keep unwanted particles from scratching the flooring surface.
- Place mats or throw rugs at doorway exteriors, interiors & pivot areas to help prevent the tracking and grinding of grit, dirt, sand and moisture into the finish. Dirt can be ground into the floor surface and scratch the finish. Excess moisture can damage the wood fiber. Rugs and mats must be made of a breathable material and non-marking rubber to prevent moisture entrapment and finish discoloration.
- Never use excessive amounts of water for cleaning. Never pour any cleaner directly onto flooring. Never wet mop with string type mop. Continually wet mopping a hardwood floor means the floor is continually expanding and shrinking. The resulting stresses and movement of the flooring can cause abnormal and unsightly checking and cracking.
- Never use wax, oil-based soap, multi-purpose cleaners, window cleaner, vinegar, furniture polish or other household cleaning detergents on Nydree Engineered Hardwood Flooring. Remember to wipe up spills immediately.
- Use fabric-faced glides or large (at least 2" in diameter), broad surfaced (at least ¾" in width), barrel-type, double wheel casters (non-marking rubber or polyurethane) on chairs and furniture legs to prevent scratching, scuffing and other damage. Keep glides and casters clean by inspecting regularly to prevent scratching. Replace fabric-faced glides as needed.
- Keep in mind that high heels, cleats, and sports shoes can indent the floor surface.
- When moving heavy furniture, equipment, etc., use roller casters and be sure to protect the wood flooring with heavy cloth or cardboard.
- Keep HVAC systems set at 70°F (21°C) and 30-55% relative humidity. Use a humidifier in the winter months to keep all wood movement and shrinkage to a minimum.
- The suns UV rays and strong artificial lighting can discolor some hardwood flooring species over time. If possible, periodically rearrange rugs and furniture to allow for even aging of the flooring. Some species darken (Cherry) and some species will amber over time (Oak).
- Select proper initial maintenance procedures and products for the finish selected for the flooring (Standard Pedestrian Urethane Finish / Optional: UV-Oil Finish)

B. Maintenance Products

Sealed with Standard Pedestrian Urethane Finish	Sealed with Optional 'UV-Oil Finish'
Bona Pro Series Hardwood Floor Cleaner	Nydree Flooring Spray Buff Cleaner
Nydree Flooring Dust Mop Treatment	Nydree Flooring Dust Mop Treatment
	Remedial Product: Nydree Flooring Oil Finish Conditioner

Carefully follow the label directions of all maintenance and remedial products. Use only serviceable and clean equipment.

C. Maintenance Procedures

Sealed with standard Pedestrian Urethane Finish

- Routine, regular maintenance, daily if necessary, should include sweeping, vacuuming or dust mopping with Nydree Flooring Dust Mop Treatment. Walking on a dusty or dirty floor is the fastest way to damage the finish.
- Periodically clean the floor with Bona Pro Series Hardwood Floor Cleaner.

Small Installations

Lightly mist a small area and immediately wipe clean with microfiber cleaning pad. Replace microfiber cleaning pads whenever they become heavily soiled. Pads are machine washable. *Important Tip:* To avoid redistributing dirt and contaminants back onto the floor, rinse microfiber cleaning pads periodically with clean water. THOROUGHLY wring out cleaning pads before using on the floor.

Large Installations

Pour Bona Pro Series Harwood Floor Cleaner into a bucket. Soak several large towels in the solution, making sure they are thoroughly wet. THOROUGHLY wring out the towels to remove excess moisture. Wrap a towel around a push broom and tack the floor. (Tacking means to clean until no dirt/dust is left on the floor or towel). To prevent redeposit of dirt and oil, refold towel using clean sides as needed. Pay special attention to corners. Repeat the procedure in each area of the floor until the entire floor has been cleaned.

Commercial Installations – Option #1: With a 175 rpm floor buffer and a white polishing pad, LIGLTLY mist an 8' x 8' area with Bona Pro Series Hardwood Floor Cleaner. Periodically replace the buffing pad as it becomes soiled. Do not allow the cleaner to dry before buffing. Option #2: Use Bona Power Scrubber or Autoscrubber using Bona Pro Series Hardwood Floor Cleaner or Bona Deep Clean Solution. Make sure that the water setting is on low.

Spot Cleaning Apply cleaner to a clean cloth and scrub the area by hand.

Sealed with optional 'UV-Oil Finish'

- Routine, regular maintenance, daily if necessary, should include sweeping, vacuuming or dust mopping with Nydree Flooring Dust Mop Treatment. Walking on a dusty or dirty floor is the fastest way to damage the finish.
- Periodically spray buff using Nydree Spray Buff Cleaner, a red cleaning pad and a heavy (100lb./45kg) low speed (175-250 rpm) buffing machine. Follow all label directions carefully. (Note: For an extremely dirty floor, use a green scrubbing pad as required. If a greed pad is used, Nydree Flooring Oil Finish Conditioner may be required to rejuvenate color intensity.
- If a higher degree of gloss is desired after the floor has been cleaned, use a white polishing pad, Spray Buff Cleaner and a low speed buffing machine. Note: After the Spray Buff has been applied with a low-speed floor machine, the acrylic surface may be burnished (polished) with up to a 2000 RPM burnisher. This will allow a higher gloss level in a short time.

Clean Scrub® is a registered trademark of Hillyard. 3M™ is a trademark of 3M Industries. Mr.Clean® & Magic Eraser ® are registered trademarks of Procter & Gamble. Feather Finish®, SD-P® and K 15® are registered trademarks of Ardex Engineered Cements. Goof Off® is a registered trademark of Guardsman Products, Incorporated. AdvanTech®is a registered trademark of Huber Engineered Wood, LLC.
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General Recommendations for the Cleaning and Maintenance of Porcelanosa Wall and Floor Tile

Glazed Tiles

Products should be cleaned routinely with an all-purpose, non oil-based household or commercial cleaner. The product chosen should also be grout joint cleaning compatible. The type of product may vary depending on the tile application and use. A multipurpose spray cleaner, which removes soap scum, hard water deposits, and mildew designed for every day use, can be used on wall tile areas in residential baths and showers.

The entire area should be cleaned and scrubbed with cleaner solution through the use of a cotton mop, cloth, sponge, or non-metallic brush. The entire area should be rinsed with clean water to remove any cleaning solution residue. Remember that you should sweep or vacuum floor areas prior to cleaning to remove any dust or debris. Routine cleaners should never contain acids or ammonia. Acids can damage the grout and the glazed surface of the tile, and ammonia can discolor the grout.

Unglazed Tile

Clean routinely with concentrated tile cleaners that have a neutral pH for safe regular use. The product chosen should also be compatible with cleaning the grout joints at the same time.

Glass Tiles

For routine cleaning, use any non-abrasive cleaning compound recommended for either glass or tile

Removal of Sealers/Waxes/Floor Finishes

For the removal of a topical sealer or floor wax from a ceramic tile you should use a Tile Sealer & Adhesive remover. Always test a small area first. Apply a liberal amount of undiluted sealer & adhesive remover to a manageable area. Allow setting without drying until coating or residue softens. Reapply if necessary until sealer softens and can be removed. If necessary, agitate with white nylon scrub pad. Wipe up the residue with a cotton towel or sponge. Rinse thoroughly with clean water. Do not use on natural stone products.

Non-Slip Tile Cleaning Recommendations

Regular cleaning and care
When non-slip floor tiles are cleaned, whatever their surface finish, it is not sufficient to clean them with a conventional mop, because it will not clean away any dirt embedded in the particles that give the tiles their non-slip finish. This means that dirt will build up, spoiling the overall appearance of the floor surface and normally modifying the color slightly.

There are several perfectly good ways of cleaning this type of floor surface:

- High-pressure cleaning equipment (Karcher pressure washers or high-pressure hoses).
- Vapor steam cleaners.
- Scrubbing the surface with a brush with hard plastic bristles and then rinsing it with plenty of clean water.

Whichever cleaning system is used, it is important to use clean water because otherwise, when the water evaporates, small particles of dirt from the water will be deposited in lower, more inaccessible parts of the embossed surface.

Avoid mechanical cleaning methods that may harm the tiles and gradually reduce their non-slip properties. For good results, it is essential to rinse them afterwards with plenty of water.

Metallic Tile Cleaning Recommendations

Given their special finish, the same precautions apply to these products as those used when caring for gold or platinum coverings. Handle with maximum care.

Water should be first option .if a stronger cleaning is needed clean with alcohol and a soft cloth or alternatively use a neutral PH. Avoid abrasive, acidic or alkaline cleaning products.
Use a slightly damp sponge to clean the tile joints, passing it diagonally across them. Do not use dirty or brackish water

Grout Cleanup – Non Acidic Grout Haze Removers.
Maintenance – Neutral Cleaner for regular cleaning (pH of 6.5 – 7.5. For intensive / periodic cleaning use an alkaline cleaner (pH of 7.5 +).

Crystalline finish Tile Cleaning Recommendations

In view of its crystalline finish, adopt the same precautions as for glass tiles or mosaics.

Model: NEWPORT DARK GRAY(5P/C) 33,3X100(A)

Codes: 100295180

Water absorption: BIII - Revestimiento (10%<=E<=20%)

MATE / MATT

DESTONIFICADO TONE VARIATIONS

RECTIFICADO RECTIFIED

Sistema DAPc® Declaración Ambiental de Productos de Construcción

DIMENSIONAL FEATURES

Thickness	3/8" approx	+/-5%*
Width	13 1/8" approx	
Length	39 3/8" approx	
Length and width deviation	Below 0.15%	+/-0.3%*
Side straightness deviation	Below 0.15%	+/-0.3%*
Squareness deviation	Below 0.15%	+/-0.3%*
Surface flatness deviation	Below 0.15%	+/-0.4%*

*ASTM C485/C499/C502

MECHANICAL FEATURES

Breaking strength	>247.39 LBF	>135LBF*
Modulus of rupture	5.17 LBF	>=3LBF*
Crazing resistance	Resists 3 cycles	

*ASTM C648

HYGIENIC FEATURES

Chemical resistance	Class "A" for swimming pools and cleaning products (resists attack). Minimum Class "B" for acids and bases	B Min.*
Stain resistance	Class 5. Easy cleaning with water	3 Min.*

*ASTM C650/C1378

SCOPE OF USE

Technical code-1	Use on walls	

PACKING

Boxes	17.92 SQF/CS	
Pallets	788.57 SQF/PAL	
Units	3.58 SQF/ST	

System Certification

Do not use cleaning agents containing hydrofluoric acid.
It is recommended to fix tiles with a minimum joint of 1,5 mm. Do not fix without joint.
For big sizes, it is recomended to fix with mortars containing polymeric additives and to use the double glueing technique.
Mosaic tiles must be grouted.
This document is only commercial and cannot be used as expert opinion, documentary evidence or in any legal or administrative procedure unless authorized by PORCELANOSA S.A.

ATTACHMENT D

Expanko Resilient Flooring
1000 East Park Avenue | Maple Shade, NJ 08052
800.345.6202 | sales@expanko.com | www.expanko.com

CORK RUBBER FLOORING

CARE AND MAINTENANCE

TECHNICAL SUPPORT 800.345.6202

BUILDING CARE using Diversey for Expanko

INITIAL MAINTENANCE:

1. Sweep and/or dust mop the floor to remove all dirt or grit.
2. Position wet floor signs around area to be cleaned.
3. Distribute solution and allow to soak for 5-10 minutes (as conditions require) before scrubbing.
4. Thoroughly scrub floor using Diversey **Profi Floor** TM Cleaner. Use a dilution of 10oz. **Profi** (1:12 dilution) to 1 gallon of water or scrub with **RubberSafe** or **LinoSafe Stripper** at 1 part Stripper to 4 parts water.
5. Mop up or wet vacuum slurry. Dilute products as recommended on label, use blue scrubbing pad. This can be done with a 175-rpm swing machine or auto scrubber. DO NOT USE A BLACK OR BROWN PAD
6. Rinse floor thoroughly and allow to dry completely.

ROUTINE MAINTENANCE FOR FLOORS WITHOUT FLOOR FINISH:

1. Sweep and/or dust mop the floor daily to remove surface dirt.
2. Add 4 oz. of **WiWaxTM Cleaning and Maintenance Emulsion** to a gallon of lukewarm water. Scrub floor with this product using red pad.

For enhanced gloss, burnish floor with soft white burnishing pad or Tampico brush.

DEEP CLEANING PROCEDURE (This procedure should be done as needed):

1. Sweep and/or dust mop the floor to remove all dirt or grit.
2. Thoroughly scrub floor using a dilution of 10oz. **Profi Floor Cleaner** (1:12 dilution) to 1 gallon of water. Dilute products as recommended on label, use Blue scrubbing pad. This can be done with a 175-rpm swing machine or auto scrubber. DO NOT USE A BLACK OR BROWN PAD
3. Pick up soiled solution with wet/dry vac or auto scrubber. 4. Rinse floor thoroughly and allow to dry completely.

BUILDING CARE using Diversey for Expanko XCR4: Facilities Choosing to Use Floors Finish to Protect the Floor

INITIAL MAINTENANCE:

1. Sweep and/or dust mop the floor to remove all dirt or grit. Remove any adhesive residue at this time.
2. Position wet floor signs around area to be cleaned.
3. Distribute solution and allow to soak for 5-10 minutes (as conditions require) before scrubbing.
4. Thoroughly scrub floor using Diversey **Profi Floor** TM Cleaner. Use a dilution of 10oz. **Profi** (1:12 dilution) to 1 gallon of water or scrub with **RubberSafe** or **LinoSafe Stripper** at 1 part Stripper to 4 parts water.
5. Mop up or wet vacuum slurry. Dilute products as recommended on label, use blue scrubbing pad. This can be done with a 175-rpm swing machine or auto scrubber. DO NOT USE A BLACK OR BROWN PAD
6. Rinse floor thoroughly and allow to dry completely. Apply 2-3 coats of the recommended Diversey floor finish (allow proper drying time between coats)

FLOOR FINISH OPTIONS:

- Matte Shine - **Carefree® Matte** (NOTE: Matte finishes may appear hazy on dark flooring)
- For Higher Shine – **Carefree®**

  OR

- **Over & Under Sealer** (2 coats), followed by Diversey floor finish of choice (Vectra™, **Fresco Max™)** depending on maintenance and desired gloss level.

(Allow proper drying time between coats as instructed on label)

Note: Floors will be slippery when wet or contaminated with foreign materials. Promptly clean up spills and foreign materials.

ROUTINE MAINTENANCE:

1. Sweep and/or dust mop the floor daily to remove surface dirt.
2. Damp mop or autoscrub using appropriate Diversey cleaner according to label I instructions. Use red pad for daily maintenance.

Note: The following cleaners may be used: **StrideTM, Revive Plus SCTM, and GP ForwardTM.**
Note: Do not buff or burnish **Carefree Matte®** floor finish.

BUILDING CARE using Diversey for Expanko XCR4

RECOAT PROCEDURE (This procedure should be done as needed):

1. Sweep and/or dust mop to remove surface dirt.
2. Thoroughly clean using appropriate Diversey cleaner **(such as Profi, GP Forward)** and a blue scrubbing pad. This can be done with a 175-rpm swing machine or auto scrubber.
3. Rinse floor well and allow to dry.
4. Recoat using two (2) coats of the appropriate Diversey floor finish.

STRIPPING PROCEDURE:

1. Remove surface dirt.
2. Dilute Diversey RubberSafe or Linosafe® Stripper according to label instruction.
3. Apply liberally to floor.
4. Let soak for 5-7 minutes, keeping uniformly wet.
5. Scrub with blue scrubbing pad.
6. Pick up with wet vac or auto scrubber.
7. Rinse the floor. Allow to dry. Repeat process if necessary.
8. Apply 3 coats of Diversey floor finish. (Allow proper drying time between coats as instructed on Label)

CAUTION!!!

- **Always clean floor before buffing. Do not buff a dirty floor.**
- **Turn pad often to prevent build up.**
- **Do not buff in one place too long, as burn marks may occur.**

OTHER GENERAL INFORMATION:

Furniture legs should have large surface, non-staining floor protectors. Chair leg glides should be of at least 1.25” diameter and covered with felt pads. The felt pads should be checked periodically for grit and wear and replaced when necessary. Chairs with casters should have easily swiveling casters that are at least 2” in diameter with non-staining rubber treads at least .75” wide. Do not use ball shaped casters without chair mats. Chair mats may be required under chairs with casters/wheels.

Use entrance mats to help prevent dirt and moisture from coming in contact with the floor. Do not allow a moisture saturated floor mat to remain on the cork floor.

FOR MORE INFORMATION:
Contact Diversey Technical Support: 800-558-2332

For more information visit www.expanko.com or call 800-345-6202.

ATTACHMENT E

PRODUCT DATA SHEET

DUR-A-FLEX
INNOVATION FROM THE FLOOR UP

95 Goodwin Street
East Hartford, CT 06108

Tel: 800-253-3539 • Fax: 860-528-2802 • www.dur-a-flex.com • contact_us@dur-a-flex.com

POLY-CRETE SLB

DESCRIPTION

POLY-CRETE SLB (self leveling broadcast) is a 100% solids aromatic cementitious urethane system with a quartz aggregate broadcast. This system is typically installed at a nominal thickness of 3/16 inches. This should be determined by service, cleaning temperatures, severity of traffic, point impact and loadings. A topcoat(s) of DUR-A-FLEX epoxy, urethane or methyl methacrylate is used depending on performance requirements.

BENEFITS

- VOC Compliant
- CA 01350 Air Quality Compliant
- ADA Compliant
- Leed Credit Points Available
- Meets USDA, FDA and CFIA standards
- Hygienic - Does Not Harbor Bacteria
- High Chemical & Abrasion Resistance
- Self-Priming
- Wide Service Temperature Ranges
- Can Be Applied To 7-14 Day Old Concrete

LIMITATIONS

This product is best suited for application in temperatures between 60°F and 85°F. Substrate must be clean, sound and dry.

TYPICAL USES

POLY-CRETE SLB is designed to protect concrete, polymer reinforced screeds and water-resistant plywood from chemical attack, corrosion, impact and thermal shock. It is also unaffected by freeze/thaw cycles.

- Wet Areas
- Commercial Kitchens and Restaurants
- Meat/Poultry and Dairy Processing
- Pharmaceutical Plants
- Processing Areas
- Exterior Applications
- Automotive Service Bays

COLORS

Refer to the Color Selection Charts wide range of standard colors, special color matches may be available.

PACKAGING & STORAGE CONDITIONS

POLY-CRETE SLB is available in pre-measured kits that cover 55 Sq Ft at 1/8 inch for 3/16 inch finished thickness after broadcast and topcoat. Topcoat resins are packaged in 1 gallon, 5 gallon and 50 gallon quantities. POLY-CRETE COLOR-FAST, TF PLUS and ARMOR TOP topcoats are supplied in pre-measured kits. POLY-CRETE SLB must be stored dry. Do not use partial bags of aggregate. Do not allow resins to freeze. Every POLY-CRETE product will be shipped with a lot number on the label. The first two digits indicate the year; the second two show the month, the third two will be the day. The shelf life is 6 months from the date on the label in the original unopened container.

SURFACE PREPARATION

This product requires preparation in order to perform as expected. Surface must be profiled, clean, dry, oil free and sound. When broadcasting F60 aggregate or if the substrate is very porous the substrate must be primed with Poly-Crete TF Plus to prevent outgassing. Please refer to the Surface Preparation Guide and system Application Instructions on our website for more information.

APPLICATION METHOD

POLY-CRETE SLB is applied to a properly prepared area at the required thickness using a “V” notched squeegee. The freshly placed material is then loop rolled into which the proper size quartz aggregate is broadcast to excess to achieve the desired profile. Allow a minimum of 10 hours for the Base Coat to cure before sweeping, sanding or vacuuming. Apply the desired pigmented coat(s) to achieve the required finish. POLY-CRETE COLOR-FAST, POLY-CRETE TF PLUS, DUR-A-GLAZE NOVOLAC, ACCELERA, and DUR-A-GLAZE SHOP FLOOR with ARMOR TOP can be used to topcoat POLY-CRETE SLB systems.

GUIDE SPECIFICATIONS

This product is part of the DUR-A-FLEX family of polymer systems. Please contact DUR-A-FLEX for complete three part guide specs.

DRAWINGS AND DETAILS

Standard CAD drawings and details are available for coves, drains, breaches, transitions, etc. Please refer to the master Drawings and Details guide for actual drawings.

ATTACHMENT E

JOINT GUIDELINES

For complete details please refer to the Joint Guidelines on our website.

MOISTURE CONCERNS

Normal limits for moisture vapor transmission for Poly-Crete floor systems are 20 lbs./1,000 sq. ft./24 hour using the calcium chloride test per ASTM F-1869or 99% relative humidity using in-situ Relative Humidity Testing per ASTM F-2170. Please refer to the Floor Evaluation Guidelines at www.dur-a-flex.com for complete details.

CHEMICAL RESISTANCE

POLY-CRETE SLB has excellent resistance to organic and inorganic acids, alkalis, fuel and hydraulic oils, as well as aromatic and aliphatic solvents. See Chemical Resistance Chart for resistance with specific topcoats.

CLEANING

Regular scrubbing will maintain these systems in serviceable condition. However, certain textures and service environments require specific procedures. Please refer to the master Cleaning Guide on our website for more information.

ATTACHMENT E

	Poly-Crete COLOR-FAST	DUR-A-GLAZE NOVOLAC	SHOP FLOOR w/ ARMOR TOP	POLY-CRETE TF PLUS
Cure Time @ 70°F Full Service	3 Days	24 hours	See application instructions	3-5 Days
Mix Ratio (by volume)	3 Component Kit	1 part hardener, 2 parts resin	See application instructions	3 Component kit
Working time @ 70°F	20 minutes	30 minutes	See application instructions	15 minutes
Adhesion to Concrete	> 400 psi, concrete fails before loss of bond	>400 psi, concrete fails before loss of bond	>400 psi, concrete fails before loss of bond	>400 psi, concrete fails before loss of bond
Heat Resistance Limit	220°F	250°F	200°F	220°F
Available Colors	Blue, Green, Charcoal, Grey, Dark Grey, Red, Chestnut	Medium Grey, Tile Red, Charcoal Grey, Slate Grey, Concrete Grey, Clear	See standard color chart	See Poly-Crete standard color chart

Physical Property	Test Method	Poly-Crete COLOR-FAST	DUR-A-GLAZE NOVOLAC	SHOP FLOOR w/ ARMOR TOP	POLY-CRETE TF PLUS
Hardness (Shore D)	ASTM D-2240	65 D	86-90 D	75-80 D	75-80 D
Compressive Strength	ASTM C-579	9,000 psi	14,000 psi	12,500 psi	9,000 psi
Tensile Strength	ASTM D-638	4,200 psi	2,500 psi	4,000 psi	2,175 psi
Impact Resistance	ASTM D-3134	Pass	Pass	Pass	Pass
Flexural Strength	ASTM D-790	5,076 psi	5,500 psi	6,250 psi	5,076 psi
Abrasion Resistance CS17 Wheel 1000 GM Load 1,000 Cycles		ASTM D-4060 30 mg loss	ASTM D-1044 75 mg loss	ASTM D-4060 4 mg loss (gloss finish, with grit)	ASTM D-4060 50 mg loss
Static Coefficient of Friction*	ANSI B101.1	>0.6	>0.6	>0.6	>0.6
Dynamic Coefficient of Friction - Wet*	ANSI A326.3	>0.42	>0.42	>0.42	>0.42
VOC Content		0 g/L	0 g/L	0 g/L	0 g/L
Indoor Air Quality		CA 01350 Compliant	CA 01350 Compliant	CA 01350 Compliant	CA 01350 Compliant
Water Absorption	ASTM D-570	0.04%	0.05%	0.04%	0.04%

*Dur-A-Flex flooring systems can be built to meet or exceed the requirements of Static or Dynamic Coefficient of Friction testing per installation. Contact your Dur-A-Flex territory sales manager or tech representative for more information on alternative textures, grit/grip additives, or smooth coatings for your specific environment. A sample should always be obtained and tested prior to purchase for any non-slip flooring system.

IMPORTANT!

Before using DUR-A-FLEX products, read and understand its accompanying Safety Data Sheet & Application Instructions for important safety information.

STANDARD TERMS AND CONDITIONS OF SALE, INCLUDING STANDARD WARRANTY APPLY - VISIT **DUR-A-FLEX.COM** FOR THE LATEST VERSION

CLEANING GUIDELINES

WHY CLEAN YOUR FLOOR?

Appearance: Your floor will look its best when it is clean. By establishing a scheduled cleaning program, the floor will continue to look and perform as it did when it was first installed.

Safety: No matter how aggressive the texture of your floor, if it is not cleaned properly, it can present a slip hazard. Allowing cleaners to emulsify, rinsing and drying your floor properly will reduce the risk of a slip and fall incident.

Note: Wet environments need to be kept dry as possible to prevent slip and falls. Proper signage, non-slip shoes, floor fans, and walk-off mats will help prevent slip and falls in any facility

Service Life: The lifetime of your floor will depend upon how well you clean it. In aggressive use areas (i.e. kitchens and machine shops) contaminants such as oil, dirt, and grease work with water and bacteria to break down the floor.

FLOOR CLEANING PROCESS & TOOLS

The best way to clean a Dur-A-Flex floor is to use the recommended cleaning product and follow a six-step process. (Equipment needs vary between small and medium/large floor areas.)

Process	Small Area	Medium/Large Area
Sweep floor thoroughly	Broom, Dust Mop	Floor Sweeper, Broom
Apply cleaning product on floor surface	Deck Brush, Foamer/Sprayer	Automatic Floor Scrubber, Foamer/Sprayer
Dwell - allow cleaning product time to emulsify foreign material	10-15 Minutes	10-15 Minutes
Agitate to aid in the release of foreign materials	Deck Brush, Rotary Floor Machine	Automatic Floor Scrubber, Rotary Floor Machine
Remove cleaning product from the floor	Squeegee (Soft Neoprene) Wet Vacuum	Automatic Floor Scrubber
Rinse the floor with clean water and remove	Wet Vacuum, Squeegee (Soft Neoprene)	Automatic Floor Scrubber

NOTES

- **Wax strippers should never be used on a Dur-A-Flex Floor**
- **Never use Enzyme based cleaners on a Dur-A-Flex Floor**
- **DO NOT use "No-Rinse" cleaners as the chemical concentration can increase in the residual film left behind**
- **Combinations of chemicals can result in staining or degradation if not properly rinsed and removed**
- Never use a mop to clean a floor that is greasy or oily.
- Make sure the pads or brushes on the automatic scrubber are in good shape. Pads should be non-abrasive white, tan or red 3M cleaning pads or equivalent. Brushes should be nylon non-abrasive Malish 8129 series or equivalent soft to medium flex nylon bristle brush.
- When using a deck brush, choose a medium/stiff bristle.
- When using a floor cleaning machine, a pad is recommended for use on smooth floor systems, while a soft to medium flex nylon bristle brush is recommended for broadcast floor systems or smooth floor systems with added texture.
- When removing solution with a squeegee, use a soft, neoprene squeegee. **Do Not** use a water spray to remove cleaning solution from the floor because it will over-dilute the solution and cause grease and oil to fall back onto the floor.
- Spills should be cleaned up immediately to prevent staining and as a safety precaution.
- Surfaces should be adequately protected when moving heavy equipment across the floor.
- Through proper training and education, unnecessary wear of the floor (such as forklift spin and skid-marks) can be avoided.

DUR-A-FLEX®
INNOVATION FROM THE FLOOR UP

RECOMMENDED CLEANING PRODUCTS

Determining the correct cleaning product for your Dur-A-Flex floor is based upon the amount and type of soiling the floor receives. We have divided these into four types, and recommended a cleaning product for each instance:

Application	Typical Areas	Product	Product Description
Traffic Areas (Light soils)	Hallways, Healthcare Facilities, Labs, Dining Areas, Schools	EZ-CLEAN	EZ-CLEAN is a heavy-duty alkaline floor cleaner designed to remove protein or crude based soils
Moderate/Heavy (Protein soils)	Grocery Stores, Restaurant Kitchens, Animal Care, Food/Beverage Processing	EZ-CLEAN	
Moderate/Heavy (Crude soils)	Manufacturing/Industrial, Machine/ Automotive Service Centers, Warehouses	SIMONIZ 969	SIMONIZ 969 is a heavy duty, highly alkaline floor cleaner designed to remove machine and crude oil from concrete
Rubber Tire Marks	Forklift Tire Spin	TIRE MARK REMOVER	TIRE MARK REMOVER is a heavy duty cleaner designed to remove rubber skid marks from polymer type floors as well as hard steel troweled floors

The above Dur-A-Flex cleaning products may be ordered directly from Dur-A-Flex Customer Service at 1-800-253-3539 or via email at orders@dur-a-flex.com

WHEN TO CLEAN YOUR FLOOR

Dur-A-Flex floors are designed for and used in heavy traffic areas that typically accumulate foreign matter. Because of this, the recommended maintenance schedule for most areas is once or twice daily cleaning and regular “touch-ups” for spills. Less frequent cleaning of these areas results in a buildup of foreign matter, which diminishes the appearance, safety and service life of the floor.

Our CRYL-A-FLEX MMA products develop to full cure in one hour, and full cure for most epoxy and urethane systems is 7 days at 68°F. The lower the room temperature -the longer the cure time. Avoid chemical spills and full traffic during cure period. Premature exposure may cause permanent staining or discoloration. Do Not use abrasive cleaning methods during the first week after installation.

WALL CLEANING PROCESS

1. Application – Apply EZ-CLEAN, follow cleaner guidelines for dilution rate, use with hot water while using a deck brush, foamer/sprayer or power washer.
2. Scrub walls with deck brush
3. Rinse walls with clean water

For further technical assistance regarding this guide, please call Dur-A-Flex, Inc. Technical Services: (800) 253-3539 or e-mail Contact_Us@Dur-A-Flex.com

DUR-A-FLEX
INNOVATION FROM THE FLOOR UP

CONNECTICUT | GEORGIA | ILLINOIS | CALIFORNIA
Toll Free 800-253-3539 | 860-528-9838 | www.dur-a-flex.com

ATTACHMENT F

Technical Data Guide

MASTER® BUILDERS SOLUTIONS

3 | 03 35 00
Concrete Finishing

MasterKure® HD 300WB

Concrete hardener and dustproofer

FORMERLY LAPIDOLITH®

PACKAGING
5-gallon (18.9 L) pails
55-gallon (208 L) drums

COLOR
Clear liquid

YIELD
See Chart on page 4.

STORAGE
Store in unopened containers in a cool, dry area between 35° and 85° F (4° and 29° C). Keep from freezing.

SHELF LIFE
15 months when properly stored.

VOC CONTENT
0 g/L, less water and exempt solvents.

DESCRIPTION
MasterKure HD 300WB is a magnesium fluorosilicate concrete hardener and dustproofer that bonds chemically with the concrete to strengthen and harden floors that are porous, readily absorptive, and only moderately hard.

PRODUCT HIGHLIGHTS
- Hardens and densifies concrete floors to reduce absorption and prolong service life
- 100% reactive with the free lime in concrete to produce a dense, abrasion-resistant yet breathable surface
- Tightly binds together the cement, sand, and aggregate for improved chemical resistance
- Non-film forming, resulting in reduced cleaning and maintenance costs
- Compatible with most resilient tile adhesives

APPLICATIONS
- Interior and exterior
- Floors requiring a hard, dense, chemical-resistant finish
- Floors subject to heavy traffic and abrasion
- Floors that must resist penetration of contaminants

SUBSTRATES
- Concrete
- Terrazzo (non-resinous)

A brand of MBCC GROUP

ATTACHMENT F

HOW TO APPLY

SURFACE PREPARATION

1. New concrete should be cured per ACI 308 Guidelines. For best results, allow concrete to air dry for at least 72 hours. Concrete should be at least 10 days old and preferably 28 days old before application of MasterKure HD 300WB.
2. Surfaces must be clean, dry, and free of contaminants, including carbonation byproducts.

APPLICATION

1. The number of applications and dilution ratios for MasterKure HD 300WB are dependent on the porosity and density of the concrete. Refer to coverage chart. Two applications of MasterKure HD 300WB are generally required on concrete and non-resin-based terrazzo floors. Wood-floated, broom-finished, or porous floors may require a third application of product at full strength.
2. Apply MasterKure HD 300WB by roller, spray, brush, or squeegee. Bubbling indicates reaction of MasterKure HD 300WB with the concrete. Distribute evenly and mop up excess solution or puddles.

CONCRETE

1. After the first application, allow the floor to dry until no longer visibly wet.
2. If crystals develop during the second application, flush the surface liberally with clean water. Use hot water if available. At the same time, rapidly brush the floor with a stiff-bristled broom.
3. Mop up excess water and allow the surface to dry.

CONCRETE, POLISHED SHEEN

1. To achieve the appearance of a polished sheen, use 3 applications of MasterKure HD 300WB. See Yield Chart for dilution ratios of each coat.
2. As the last application is drying, wait for the uniform appearance of white crystals. Flood the floor with water and buff with a commercial floor buffer using an abrasive pad. Continue buffing until the floor acquires a patina or polish and the whiteness is gone.
3. The above recommendation is for dense, steel-troweled floors. Older or more porous concrete may require a stronger mix, lower coverage rate or more than three applications. Caution: unusually wet or oily environments will be more slippery with this surface treatment.

TERRAZZO (NON-RESIN-BASED)

1. Do not allow the first application to dry. While the surface is still damp, flush it thoroughly with clean hot water and then allow it to dry until no longer visibly wet. For the second application, follow the same procedure but mop up excess wash water and allow the surface to dry.
2. The appearance of white crystals after the first or second application indicates that the mix may be too strong, or that the surface has reached maximum hardness. If this occurs, stop the application and flush the surface with clean, hot water; scrub with a stiff-bristle broom, and allow to dry. Increase the dilution for any remaining applications to minimize crystal formation.

CLEAN UP

Clean all tools and equipment with water immediately after use. Thoroughly flush sprayers. Dispose of unused material according to local regulations.

MAINTENANCE

1. Routine sweeping and washing of floors with mild conventional cleaners and detergents is recommended.
2. Remove all abrasive grit and wipe up corrosive spills as soon as possible.

FOR BEST PERFORMANCE

- If MasterKure HD 300WB freezes, warm and restir to uniformity. If separation is persistent, discard product.
- When transferring MasterKure HD 300WB from the original sealed container, use only plastic buckets or pails.
- Small amounts of sediment or a cloudy appearance in the container will not affect product performance.
- Do not apply to uncured concrete; concrete must be properly wet cured.
- Do not apply MasterKure HD 300WB to floors that have been previously sealed or treated with curing and parting compounds unless these products have been chemically or mechanically removed.
- MasterKure HD 300WB can be used for exteriors. However, if the surface has been hard-troweled, traffic can polish the surface and make it slippery.
- Although MasterKure HD 300WB is chemically resistant, its application in specific chemical environments should be checked with Master Builders Solutions Technical Service.
- For resilient tile applications, conduct an adhesion test.
- Do not apply MasterKure HD 300WB to resin-based terrazzo mixes.
- MasterKure HD 300WB will not remediate honeycombed or structurally unsound surfaces.
- Do not allow MasterKure HD 300WB to dry on terrazzo floors except as indicated in application instructions.
- Do not allow MasterKure HD 300WB to come in contact with any glass, fabric, metal, or painted surfaces. Immediately wipe contaminated surfaces with a clean water-saturated cloth, then wipe dry with a second clean cloth.
- For subsequent coating applications, consult coating manufacturer for surface preparation and application instructions.
- For professional use only; not for sale to or use by the general public.
- Make certain the most current versions of product data sheet and SDS are being used; call Customer Service (1-800-433-9517) to verify the most current versions.
- Proper application is the responsibility of the user. Field visits by Master Builders Solutions personnel are for the purpose of making technical recommendations only and not for supervising or providing quality control on the jobsite.

ATTACHMENT F

Technical Data

Composition

MasterKure HD 300WB is a magnesium fluorosilicate hardener.

Compliances

- Recommended for use on all classes of concrete floors as noted in Table 1.1, ACI Standard 302.1R
- USDA compliant for use in meat and poultry areas

Test Data

PROPERTY	RESULTS	TEST METHODS
Abrasion Resistance, depth of wear, in (mm) 30 minutes		ASTM C 779*
Untreated concrete	0.0264 (0.7)	
MasterKure HD 300WB treated*	0.0025 (0.06)	
Abrasion Resistance, depth of wear, in (mm) 60 minutes		ASTM C 779*
Untreated concrete	0.0428 (1.1)	
MasterKure HD 300WB treated*	0.0106 (0.27)	

*Concrete was cured for 28 days.

Test results are averages obtained under laboratory conditions. Reasonable variations can be expected.

Chemical Resistance

ACI Standard 302.1R magnesium fluorosilicate hardeners can be used to increase concrete resistance to chemicals including, but not limited to the following:

Aluminum sulfate
Ammonium chloride
Barium hydroxide
Beef fat
Calcium hydroxide
Calcium nitrate
Carbon dioxide
Carbonic acid
Castor oil
Coal-tar oils
Cottonseed oil
Creosote
Cresol
Distillers slop
Ethylene glycol
Ferric chloride
Ferric sulfate
Ferrous chloride
Ferrous sulfate
Fish oil
Fruit juices
Glucose
Glycerine
Hydrogen sulfide
Iodine
Lactic acid, 25%
Lead refining solutions, 10%
Lignite oils
Machine oils
Magnesium chloride
Magnesium sulfate
Manganese sulfate
Manure
Mash, fermenting
Mercuric chloride
Mercurous chloride
Mine water, waste
Mineral oil
Molasses
Mustard oil
Nickel sulfate
Oleic acid, 100%
Olive oil
Paraffin
Phenol, 25%
Phosphoric acid, 85%
Pickling brine, 10%
Poppy seed oil
Potassium aluminum sulfate, 10%
Potassium carbonate
Potassium chloride
Potassium dichromate
Potassium persulfate
Potassium sulfate
Rapeseed oil
Sea water
Silage
Sodium bromide
Sodium carbonate
Sodium chloride
Sodium dichromate
Sodium nitrite
Sodium sulfate, 10%
Sodium sulfite, 10%
Sodium thiosulfate
Soybean oil
Sugar
Sulfite liquor
Tallow and tallow oil
Tannic acid
Tanning liquor, 10%
Tobacco
Walnut oil
Zinc chloride
Zinc nitrate
Zinc sulfate

Yield

TYPE OF SURFACE	FT_2/GAL (M_2/L) (MIXED MATERIAL)	APPLICATIONS	DILUTION RATIO (BY VOLUME) WATER TO MasterKure HD 300WB	RATIO
Light to moderately troweled floors	100 (2.45)	2	1 to 1 first 1 to 2 second	1.17
Heavy-duty or densely troweled floors	100 – 300 (2.45 – 7.35)	2	3 to 1 first 1 to 2 second	0.92
Rough-finished floors	100 (2.45)	2	1 to 1 first 1 to 2 second	1.17
Terrazzo (nonresin based)	300 (7.35)	2	3 to 1 each	0.50
Concrete, polished sheen	200 – 300 (4.9 – 7.35)	3	4 to 1 first 3 to 1 second 2 to 1 third	0.78

To estimate the quantity of MasterKure® HD 300WB needed for an application, divide the area of the floor by the coverage rate (ft^2/gal or m^2/L) of mixed material. Multiply this number by the ratio (in last column). Example: 8,000 ft^2 floor, moderately troweled: 8,000 ÷ 100 = 80 gallons mixed material x 1.17 = 93.6 gallons of MasterKure HD 300WB needed.

Recommendations for the number of applications and the dilution ratios are based upon average conditions. Coverage varies with application method, porosity, and texture of concrete.

HEALTH, SAFETY AND ENVIRONMENTAL

Read, understand and follow all Safety Data Sheets and product label information for this product prior to use. The SDS can be obtained by visiting www.master-builders-solutions.com/en-us, e-mailing your request to mbsbscst@mbcc-group.com or calling 1(800)433-9517. Use only as directed.
IN CASE OF EMERGENCY: Call CHEMTEL +1 (800) 255-3924 or if outside the US or Canada, +1 (813) 248-0585.

LIMITED WARRANTY NOTICE

Master Builders Solutions Construction Systems US, LLC ("Master Builders") warrants this product to be free from manufacturing defects and to meet the technical properties on the current Technical Data Guide, if used as directed within shelf life. Satisfactory results depend not only on quality products but also upon many factors beyond our control. MASTER BUILDERS MAKES NO OTHER WARRANTY OR GUARANTEE, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO ITS PRODUCTS. The sole and exclusive remedy of Purchaser for any claim concerning this product, including but not limited to, claims alleging breach of warranty, negligence, strict liability or otherwise, is shipment to purchaser of product equal to the amount of product that fails to meet this warranty or refund of the original purchase price of product that fails to meet this warranty, at the sole option of Master Builders. Any claims concerning this product must be received in writing within one (1) year from the date of shipment and any claims not presented within that period are waived by Purchaser. MASTER BUILDERS WILL NOT BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFITS) OR PUNITIVE DAMAGES OF ANY KIND.

Purchaser must determine the suitability of the products for the intended use and assumes all risks and liabilities in connection therewith. This information and all further technical advice are based on Master Builders' present knowledge and experience. However, Master Builders assumes no liability for providing such information and advice including the extent to which such information and advice may relate to existing third party intellectual property rights, especially patent rights, nor shall any legal relationship be created by or arise from the provision of such information and advice. Master Builders reserves the right to make any changes according to technological progress or further developments. The Purchaser of the Product(s) must test the product(s) for suitability for the intended application and purpose before proceeding with a full application of the product(s). Performance of the product described herein should be verified by testing and carried out by qualified experts.

FOR PROFESSIONAL USE ONLY. NOT FOR SALE TO OR USE BY THE GENERAL PUBLIC.

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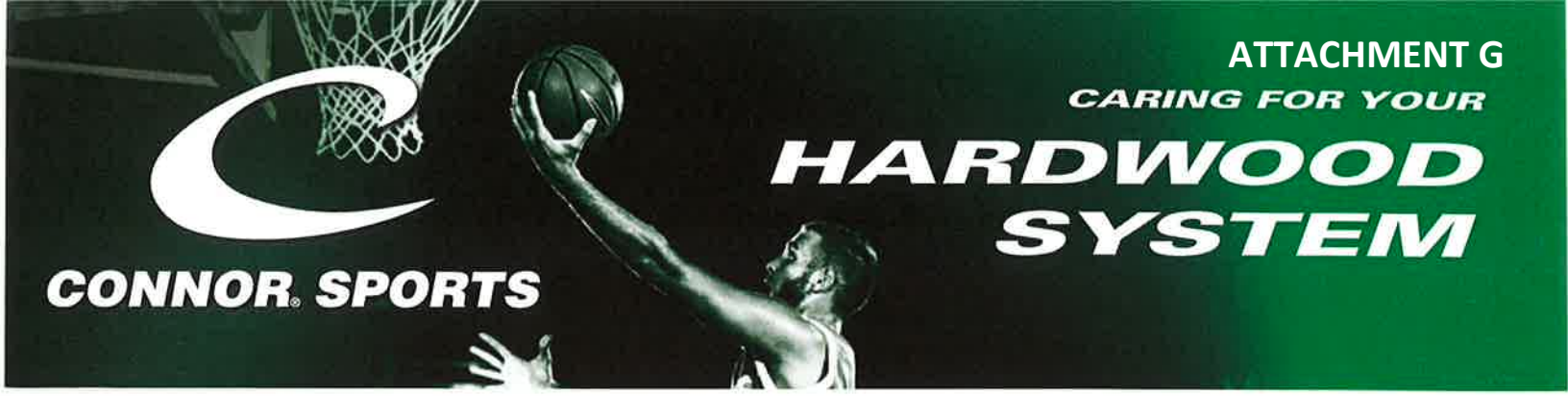

IMPORTANT

NEVER

shut down the ventilating system in your facility for a prolonged period of time.

NEVER

use household cleaning products or procedures. They can be harmful to the floor finish and to the wood and may also leave floors sticky or slippery, and potentially harmful to athletes.

NEVER

clean your floor using scrubbing machinery or power scrubbers that use water under pressure. Water is your floor's worst enemy!

NEVER

attempt to modify or repair your sports floor without first consulting with your flooring contractor. Do not block or obstruct expansion spaces around the floors perimeter or adjacent to columns and inserts. Make adequate expansion provisions in flooring and subfloor before lagging fixtures, equipment or bleachers through the floor system into the concrete.

Please post in office of superintendent, maintenance engineer, or custodian.

The Connor warranty is solely based on strict compliance with the care and maintenance outlined on this card and the general specifications provided at connorfloor.com. Should you require further clarification, please call Connor Customer Service at 1-800-833-7144.

GENERAL CARE

HUMIDITY AND VENTILATION

Since all wood flooring will expand and contract as relative humidity varies, it is important to minimize extremes between low and high. Hardwood flooring is manufactured at moisture content most compatible with a 35%–50% relative humidity range.

Geographical regions and available mechanicals determine the typical range of temperature and humidity for each facility. Maintaining a 15% fluctuation between highest and lowest average indoor relative humidity provides limited shrinkage and growth.

EXCESSIVE SEPARATION AND TIGHTENING

Separation between flooring boards commonly develops during winter low humidity, and flooring typically aligns generally tight during peak summer humidity conditions. While moderate shrinkage and expansion is normal, make use of available HVAC systems to prevent excessive tightening and shrinkage of flooring.

KEEP WATER AND GRIT OFF THE FLOOR SURFACE

Protect your floors from tracking moisture and grit at exterior doorways by providing suitable floor mats, and check mats frequently to assure no moisture is trapped underneath. Correct all leaks immediately and protect your floor from excessive condensation moisture by properly insulating ductwork, interior drains, and downspouts. Any dampness within your building should be brought to the attention of your architect and engineers.

DAILY CARE

SWEEPING THE FLOOR

Sweep your floor daily with a dry dust mop. Floors with heavy use should be dust mopped up to three times a day.

For more thorough daily cleaning, an untreated dust mop may be sprayed with approved diluted (warm water) floor cleaner* especially compatible with gym floor finishes. Apply cleaning solution to dust mop and not directly to floor, and replace soiled dust mop covers as necessary. Do not allow cleaning residue to build up on the floor surface from excess treatment of dust mop.

SPILLAGE/SPOTS/STAINS

Wipe liquid spills and water from the floor immediately with a thoroughly wrung soft cloth or thoroughly wrung mop dampened with approved floor cleaner.

Remove chewing gum by applying crushed ice in a plastic bag until the gum becomes brittle enough to crumble off the floor surface. Clean remaining residue with cloth dampened with floor cleaner.

Remove aggressive marks (black marks, rubber burns) with cloth dampened with cleaner. Apply cleaners using a soft cloth, never a rough or textured cloth.

FLOOR LOADS

Significant point and/or area loads can affect the integrity of the wood floor surface and athletic subfloor components.

POINT LOADS

Point loads refers to concentration of weight on a small area of the floor surface. Examples of high point loads include wheels that are crowned or tapered rather than those making full and flat contact, and wheels that include center ridges remaining from the molding process. Other examples of destructive point loads include shoe cleats, and table or chair legs with small contact points.

AREA LOADS

Area loads refers to broad based loads that are less likely to compress wood fibers, but if significant are likely to damage flooring and/or subfloor components. Examples of excessive area loads include maintenance equipment such as hoists and lift vehicles.

APPROPRIATE PROTECTION

Application of particular loads such as portable basketball goals and equipment storage carts can require additional wheels. Maintenance equipment such as hoists, lifts and outriggers can require acceptable protective material on the floor such as a layer(s) of sheeting and floor finish protection such as red rosin paper.

* Approved floor cleaner, such as "Poloplaz Hardwood Floor Cleaner", may be sourced through Poloplaz (800-421-7319) www.poloplaz.com.
* Your installing contractor or maintenance supplier may offer an alternate cleaning concentrate that can be diluted and used in the manner described, however it must be compatible with the gym finish and contain no oils, silicones or waxes.

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ATTACHMENT H

PROSOCO®

Consolideck®

CONCRETE FLOORING PRODUCTS

INDOOR ADVANTAGE GOLD BUILDING MATERIALS

Nonfood Compounds Program Listed R2 Registration #148958

PolishGuard

Consolideck® PolishGuard is a durable, protective coating that dramatically increases the stain resistance of interior concrete floors. This non-yellowing formulation enhances the appearance of standard gray, integrally colored, dyed, stained or color-hardened concrete floors. If preferred, treated surfaces may be burnished to produce a high-gloss finish.

PolishGuard is ideal for steel-troweled, burnished, polished or decorative concrete and cement terrazzo floors that are exposed to accidental spills of food products, household cleaners and industrial solutions.

ADVANTAGES

- **Produces a long-lasting, tough protective shine on any interior concrete flatwork.**
- **Perfect for floors hardened/densified with Consolideck® LS®, LS/CS® or Blended Densifier.**
- **Adds depth and luster to colored concrete, including surfaces decorated with Consolideck® GemTone Stain or ColorHard.**
- **Keeps soiling and contaminants from penetrating, making maintenance cleaning faster, more effective and more economical.**
- **Treated floors maintain slip resistance.**
- **Low odor. Easy to apply. Fast drying.**
- **Treated surfaces "breathe" – doesn't trap moisture.**
- **UV stable. Will not yellow, discolor, peel or flake.**
- **VOC Compliant. Non-flammable. Non-toxic. Water-based.**

Limitations

- Only for use on indoor, horizontal concrete surfaces.
- Not for use around pools or fountains.
- Will not compensate for structural defects. Surfaces must be clean and in good repair before application.

TYPICAL TECHNICAL DATA

FORM	White milky liquid
SPECIFIC GRAVITY	1.01
pH	8.4
WT/GAL	8.50 lbs
ACTIVE CONTENT	15%
TOTAL SOLIDS	15%
VOC CONTENT	100 g/L maximum
FLASH POINT	>200° F (>93° C)
FREEZE POINT	32° F (0° C)
SHELF LIFE	2 years in tightly sealed, unopened container

REGULATORY COMPLIANCE

VOC Compliance

Consolideck® PolishGuard is compliant with the US Environmental Protection Agency's AIM VOC regulations.

Visit www.prosoco.com/voc-compliance to confirm compliance with individual district or state regulations.

SAFETY INFORMATION

Always read full label and SDS for precautionary instructions before use. Use appropriate safety equipment and job-site controls during application and handling.

24-Hour Emergency Information:
INFOTRAC at 800-535-5053

PREPARATION

Protect people, vehicles, property, plants and all surfaces not set to receive PolishGuard from product, splash and wind drift. Use polyethylene or other proven protective material. PolishGuard may be applied to existing, cured concrete of any age. Surfaces must be clean and structurally sound. Remove all foreign materials including bond breakers, curing agents, surface grease and oil, and construction debris using the appropriate Consolideck® or PROSOCO surface prep cleaner listed below:

PROSOCO SafEtch®

Not for use on concrete previously treated with Consolideck® LS®, LS/CS® or LSGuard®

- concrete laitance
- construction soiling

Consolideck® Wax & Cure Remover

- waxes, sealers & coatings
- low-solids cure & seals

Consolideck® Cure & Seal Remover

- high-solids cure & seals

PROSOCO Cleaner/Degreaser

- general soiling
- grease and oil

Consolideck® Oil & Grease Stain Remover

- deep-seated oil & grease staining

Follow the appropriate cleaner with thorough water rinsing. If a d-limonene based cleaner/stripper is used, clean treated surfaces with PROSOCO Cleaner/Degreaser and rinse thoroughly.

Acid-stained concrete must be thoroughly neutralized and rinsed prior to application.

Application may begin as soon as prepared surfaces are dry.

Surface and Air Temperatures

Temperatures for application should be 40–100° F (4–38° C).

Equipment

Apply with low-pressure sprayer and a microfiber pad. Do not atomize.

Storage and Handling

Keep from freezing. Store in a cool, dry place. Always seal container after dispensing. Do not alter or mix with other chemicals. Published shelf life assumes upright storage of factory-sealed containers in a dry place. Maintain temperatures of 40–100°F (4–38°C). Do not double stack pallets. Dispose of in accordance with local, state and federal regulations.

APPLICATION

Read "Preparation" and the Safety Data Sheet before use. ALWAYS TEST a small area of each surface to confirm suitability, coverage rate and desired results before beginning overall application. Include in the test area any previous repairs and patches, including aesthetic cementitious finishes. Different surface compositions may result in absorption and/or appearance differences. Test with the same equipment, recommended surface preparation and application procedures planned for general application. Let surface dry thoroughly before inspection.

Dilution & Mixing

Do not dilute or alter. Use as supplied. Mix well before use.

Typical Coverage Rates

Variations in surface texture, concrete quality, porosity, job-site conditions, temperature and relative humidity affect coverage rates and drying times. Calculate coverage rate by testing a representative section of the finished concrete surface using the following instructions. The following figures are for estimating only.

Estimated Coverage Rates

- 400–2,000 square feet per US gal
- 10–49 square meters per Liter

Maximum stain resistance is achieved at overall coverage rates of 400–800 sq.ft. per gallon applied in two thin coats.

Calculating Project-Specific Target Coverage Rate

1. Prepare the test area using the information in the Preparation section. Surfaces must be clean, dry and absorbent.
2. Add 1-gallon of PolishGuard to a clean, pump-up sprayer fitted with a 0.5 gpm conical or fan spray tip. Apply according to the following Application Instructions. Repeat as needed for the desired level of finish.

3. Measure the test area and the amount of PolishGuard applied to establish the Target Coverage Rate per gallon. Protect the completed test area from moisture for at least 4 hours.

Application Instructions

PolishGuard may be applied to broomed, steel troweled, honed, polished or highly polished interior concrete surfaces. For best results, treat floors with Consolideck® LS®, LS/CS® or Blended Densifier before application.

1. Lightly wet a clean microfiber pad with PolishGuard, leaving the pad damp.
2. Spray-apply using a clean, pump-up sprayer fitted with a 0.5 gpm conical or fan spray tip. Work from one control joint to another.
3. Spread with the damp microfiber pad. Maintain a thin, even coating and wet edge. Stop spreading once drying begins. Do not overlap. Use two people – one spraying and one spreading – for best results.
4. Allow to dry tack free, typically 20–60 minutes.
5. Repeat steps 1–4. Two thin coats are recommended for maximum protection and shine.

For increased gloss, wait at least 60 minutes after the final coat is applied, then use a high-speed burnisher fitted with a white polishing pad. Burnish at a fast walking pace. This is an optional step.

Drying Time

Protect from water for 4 hours. At 72°F [22°C] and 40% relative humidity, product dry times are:

- *To Touch*: 30–60 minutes
- *Light Foot Traffic*: 4 hours
- *Normal traffic*: overnight

Consolideck® PolishGuard gains its full stain repellency properties in 7 days.

Cleanup

Before product dries, clean tools and equipment with fresh water. Immediately wash off over spray from glass, aluminum, polished or other surfaces with fresh water.

Maintenance

Sweep the floor daily with a microfiber pad or dry dust mop. When needed, dry buff with a high-speed burnisher and a white pad to refresh the gloss.

PolishGuard improves the resistance of concrete floors to staining. However, acidic substances, including foods, may etch and stain. Clean ALL spills as quickly as possible.

Use Consolideck® LSKlean or Consolideck® DailyKlean for maintenance cleaning. LSKlean contains lithium-silicate for improving surface density and preserving the surface sheen of Consolideck® floors. Do not use other cleaners, including off-the-shelf and common household cleaners, which may contain acidic or alkaline ingredients that can dull the finish of Consolideck® floors.

To restore maximum shine to high traffic areas, repeat Application Instructions steps 1–5 in affected areas.

BEST PRACTICES

Only apply PolishGuard to clean, dry and absorbent concrete. Confirm absorbency with a light water spray – surfaces to be treated should wet uniformly.

Thoroughly neutralize and rinse acid-stained concrete before applying PolishGuard.

For best results, harden/densify floors with Consolideck® LS®, LS/CS® or Blended Densifier before applying PolishGuard.

To minimize scuffing on honed or polished concrete, apply two thin coats rather than a single heavy coat.

To increase gloss, wait at least 60 minutes after the final coat of PolishGuard is applied, then burnish with a high-speed burnisher using a white polishing pad. Burnish at a fast walking pace. This is an optional step.

Always use Consolideck® LSKlean or Consolideck® DailyKlean for maintenance cleaning of concrete floors. Conventional floor cleaners may dull high-gloss finishes. Consolideck® LSKlean and DailyKlean contain no harsh acids, alkalines, solvents or abrasives.

Never go it alone. If you have problems or questions, contact your local PROSOCO distributor or field representative. Or call PROSOCO technical Customer Care 800-255-4255.

Product Data Sheet
Consolideck® PolishGuard

WARRANTY

The information and recommendations made are based on our own research and the research of others, and are believed to be accurate. However, no guarantee of their accuracy is made because we cannot cover every possible application of our products, nor anticipate every variation encountered in masonry surfaces, job conditions and methods used. The purchasers shall make their own tests to determine the suitability of such products for a particular purpose.

PROSOCO, Inc. warrants this product to be free from defects. **Where permitted by law, PROSOCO makes no other warranties with respect to this product, express or implied, including without limitation the implied warranties of merchantability or fitness for particular purpose**. The purchaser shall be responsible to make his own tests to determine the suitability of this product for his particular purpose. PROSOCO's liability shall be limited in all events to supplying sufficient product to re-treat the specific areas to which defective product has been applied. Acceptance and use of this product absolves PROSOCO from any other liability, from whatever source, including liability for incidental, consequential or resultant damages whether due to breach of warranty, negligence or strict liability. This warranty may not be modified or extended by representatives of PROSOCO, its distributors or dealers.

CUSTOMER CARE

Factory personnel are available for product, environment and job-safety assistance with no obligation. Call 800-255-4255 and ask for Customer Care – technical support.

Factory-trained representatives are established in principal cities throughout the continental United States. Call Customer Care at 800-255-4255, or visit our website at www.prosoco.com, for the name of the PROSOCO representative in your area.

EXHIBIT "B"
COMPENSATION

[BEGINS ON THE FOLLOWING PAGES]

EXHIBIT B

CITY OF BURLINGAME
Janitorial Services

PRICING FORM

The undersigned hereby proposes and agrees that, if this proposal is accepted, the Proposer will contract with the City of Burlingame, California, for any or all of the facilities listed below for the prices quoted. The Proposer agrees to furnish all labor, materials, tools, and equipment and to furnish all incidental work and services required to complete all items of work described herein.

As noted, the City requires that a Proposer pay all types of workers performing work under the contract a living wage, consistent with the rates set by the County of San Mateo's Living Wage Ordinance. The County living wage rate effective July 1, 2025 is $20.19. The County living wage rate is updated on a fiscal year basis (first of July of the given year).

NOTE: Each Proposer MUST attach as a separate sheet a spreadsheet listing all types of workers that may perform work on this contract, and identifying their rate of pay.

By submitting this proposal, the Proposer agrees that it will pay any worker a living wage, consistent with the rate set by the County of San Mateo's Living Wage Ordinance, as may be adjusted each year the through the duration of the contract.

	YEAR 1		YEAR 2		YEAR 3	
MONTHLY SERVICES	**Cost/Month**	**Annual Cost**	**Cost/Month**	**Annual Cost**	**Cost/Month**	**Annual Cost**
1. City Hall	$ 3,107.00	$ 6,214.00 (2 months only)	NA	NA	NA	NA
2. Main Library	$ 8,716.00	$ 104,592.00	$ 8,978.31	$ 107,739.71	$ 9,247.66	$ 110,971.90
3. Easton Library	$ 508.00	$ 6,096.00	$ 523.74	$ 6,284.85	$ 539.45	$ 6,473.39
4. Public Works Corp Yard	$ 3,223.00	$ 38,676.00	$ 3,320.30	$ 39,843.59	$ 3,419.91	$ 41,038.90
5. Police Station	$ 3,827.00	$ 45,924.00	$ 3,942.55	$ 47,310.63	$ 4,060.83	$ 48,729.95
6. Village Park Preschool	$ 1,459.00	$ 17,508.00	$ 1,502.88	$ 18,034.60	$ 1,547.97	$ 18,575.64
7. Parks Corp Yard	$ 289.00	$ 3,468.00	$ 298.08	$ 3,576.96	$ 307.02	$ 3,684.27
8. Community Center	$ 7,622.00	$ 91,464.00	$ 7,851.05	$ 94,212.62	$ 8,086.58	$ 97,039.00
9. Day Porter	$ 5,793.00	$ 69,516.00	$ 5,967.31	$ 71,607.66	$ 6,146.32	$ 73,755.89
Total Year 1 Annual Cost		$ 383,458.00				
Total Year 2 Annual Cost				$ 388,610.62		
Total Year 3 Annual Cost						$ 400,268.94
Base Bid = Total for Years 1, 2 & 3 (Written in Figures) $ 1,172,337.56						

Base Bid = Total for Years 1, 2 & 3 (Written in Words)	One million, one hundred seventy two thousand, three hundred thirty seven dollars and fifty six cents.

ADDITIONAL SERVICES	**Cost/Hour**
1. Services during normal working hours on a weekday with no less than 24 hours' notice	$ 38.00
2. Services outside normal work hours with on a weekday with no less than 24 hours' notice	$ 48.00
3. Service with less than 24 hours' notice during normal working hours on weekday	$ 38.00
4. Service with less than 24 hours' notice during outside working hours	$ 48.00
5. Cost of each service for all perimeter glass cleaning at Community Center	$ 1,200.00
6. Cost of each service for all partition glass cleaning at Community Center	$ 1,200.00

Note: The contractor may request pricing adjustments if the County Living wage rate increases by more than 4% from the previous fiscal year. Pricing provided for years 2 and 3 shall incorporate any anticipated increase in costs.

PRICING FORM

Proposers shall list their proposed workforce and supervisory personnel to be assigned to each facility. The City of Burlingame reserves the right to reject any or all proposals/bids. Proposers are cautioned not to attach any conditions, limitations, or provisions to the proposal because such conditions, limitations or provisions may render such proposal non-responsive and may cause its rejection.

Location	Personnel Resources	Supervisory Resources		
City Hall	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 4	Title: Night Area Manager Title: Branch Manager Title:	Total Daily Hours: Total Weekly Hours: Total Monthly Hours:	.25 1 9
Main Library	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 8	Title: Night Area Manager Title: Branch Manager Title:	Total Daily Hours: Total Weekly Hours: Total Monthly Hours:	.25 1 9
Easton Library	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 1	Title: Night Area Manager Title: Branch Manager Title:	Total Daily Hours: Total Weekly Hours: Total Monthly Hours:	.25 .25 4.5
Village Park	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 2	Title: Night Area Manager Title: Branch Manager Title:	Total Daily Hours: Total Weekly Hours: Total Monthly Hours:	.25 .25 4.5

Location	Personnel Resources	Supervisory Resources
Public Works Corporation Yard	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 4	Title: Night Area Manager Total Daily Hours: .25 Title: Branch Manager Total Weekly Hours: 1 Title: _____ Total Monthly Hours: 9
Police Station	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 4	Title: Night Area Manager Total Daily Hours: .25 Title: Branch Manager Total Weekly Hours: 1 Title: _____ Total Monthly Hours: 9
Parks Corporation Yard	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 1	Title: Night Area Manager Total Daily Hours: .25 Title: Branch Manager Total Weekly Hours: 1 Title: _____ Total Monthly Hours: 9
Community Center	Number of Janitors Evening Cleaners: 1 Number of hours assigned to each janitor per day of service Evening Cleaners: 8	Title: Night Area Manager Total Daily Hours: .25 Title: Branch Manager Total Weekly Hours: 1 Title: _____ Total Monthly Hours: 9

Pricing Schedule Supplement

b. Each Proposer must attach to the submitted Pricing Form a separate sheet listing all types of workers that may perform work on this contract, whether as an employee of the Proposer or a subcontractor, and identify the rate of pay for each worker. If any worker will be paid an hourly rate lower than the Living Wage set by the County of San Mateo, the City reserves the right to reject the Proposal as non-responsive.

Types of Workers	Pay Rate
Janitor	$ 21.33
Day Porter	$ 22.33
Floor Technician	$ 25.00

We will not pay any of our employees within San Mateo County less than the living wage.

EXHIBIT "C"
PAYMENT BOND

[BEGINS ON THE FOLLOWING PAGES]

EXHIBIT C

BOND FOR SECURITY OF LABORERS AND MATERIAL PERSONS

WHEREAS, the City Council of the City of Burlingame, State of California, and _____ (hereinafter designated as "Principal") have entered into an agreement whereby Principal agrees to install and complete certain designated public improvements, which said agreement, dated _____, 2026, and identified as _____, is hereby referred to and made a part hereof; and

WHEREAS, under the terms of said agreement, Principal is required before entering upon the performance of the work, to file a good and sufficient payment bond with the City of Burlingame to secure the claims to which reference is made in Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code of the State of California.

NOW, THEREFORE, said Principal and the undersigned as Corporate Surety, are held firmly bound unto the City of Burlingame and all Contractors, subcontractors, laborers, material persons and other persons employed in the performance of the aforesaid agreement and referred to in the aforesaid Civil Code in the sum of _____ dollars ($____), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, that said surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by the City in successfully enforcing such obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this bond shall inure to the benefit of any and all persons, companies and corporations entitled to file claims under Title 15 (commencing with Section 3082) of Part 4 of Division 3 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

Should the condition of this bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of said agreement or the specifications accompanying the same shall in any manner affect its obligations on this bond, and it does hereby waive notice of any such change, extension, alteration or addition.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on _____, 2026.

PRINCIPAL SURETY

By: _____ By: _____

_____
Address

NOTE: Attach notary acknowledgement for signatures of those executing for Principal and Surety