

APPENDIX A

LIST OF TASKS

1. INSIDE MAINTENANCE (7 DAYS A WEEK)

- a) Clean all floors and remove stains.
- b) Dust small and large furniture, office divisions, telephones, calculators, computers, etc.
- c) Wash windows, counters, office divisions, doors, vestibules, etc. (never wash computer screens and keyboards).
- d) Clean all marks from walls, desks, doors, counters, etc. (on a regular basis and when needed).
- e) Clean toilets regularly.
- f) Thaw and clean the refrigerator when needed.
- g) Empty and wash waste receptacles every night. Receptacles must be washed when needed (keep papers for two days at the business location before destroying them).
- h) Wash stainless steel on vault doors when needed.
- i) Sweep and wash the inside of vaults when needed.
- j) Make sure that all trash is on the side of road on waste collection day.
- k) Make sure that all trash located inside the business location is not in a public area or where employees work.
- l) Inside windows must be washed regularly.
- m) Door windows must be washed.
- n) Replace toilet paper, paper towels, hand soap, hand disinfectant and water glasses in dispensing machines when needed.
- o) Clear access to ATMs at all times.
- p) Order necessary cleaning products from a supplier approved by the supply service.
- q) Any other task deemed necessary by the business location.

2. SIGNS (inside)

Wash frames and advertising signs.

3. OUTSIDE MAINTENANCE (7 DAYS A WEEK)

- a) Ensure that the grounds outside the business location are always well-maintained.
- b) Wash the windows of the business location.
- c) Any other task deemed necessary by the business location.