

101920573



# Exterior Maintenance Plan

Effective Date: June 2024

# Exterior Maintenance Plan

## Scope:

This plan applies to all aspects of the exterior of the building, i.e., landscaping, entrances, waste removal, etc. The goal of this plan is to create an inviting and appealing environment for building occupants.

## Section 1: Daily Tasks

The following tasks are completed daily to ensure cleanliness and present the building in an aesthetically pleasing manner:

- Dedicated Janitorial staff patrol the sidewalks, entryways, ramps, and stairways surrounding the building. Sweeping, collecting litter/debris, and keeping exterior doors free of smudges and handprints are part of this patrol.
- Property Management staff tour the exterior of the building to identify and put together a plan to address any issues such as uneven and/or broken pavers or other trip hazards, overall appearance of planters, lights needing to be replaced, graffiti, etc.
- Security staff patrol the building nightly to address safety concerns.

## Section 2: Monthly & Quarterly Tasks

The following tasks are performed either monthly or quarterly by in-house cleaning staff (or third-party vendor where noted).

- Scrubbing of the exterior pavers (Quarterly or as needed)
- Brass Maintenance (Quarterly by third-party vendor)
- Window Washing (Bi-annually: full building, Monthly: exterior first floor lobbies & retail.)

## Section 3: Waste Removal & Loading Dock

Compactors for waste, organics and single-stream recycling are at the loading dock. A third-party vendor is onsite weekly for waste removal. Additionally, the third-party vendor cleans the compactors monthly and power washes the compactors & area surrounding them quarterly.

Janitorial staff clean the Loading Dock as needed and power wash the entire Loading Dock quarterly.

## Section 4: Landscaping

Exterior planters are maintained weekly by a third-party vendor and arrangements are switched out seasonally by the same vendor.

