

Exhibit B
CLEANING CHECKLIST
404 H Street, Eureka

3X PER WEEK

Entry Area:

- Clean entry door glass

Restrooms:

- Clean and sanitize all restroom fixtures, mirrors, facets, sinks and pipes.
 Clean restrooms walls and stalls as required
 Refill all restroom dispensers
 Sweep and mop restroom floors

Break area:

- Spray and wipe tabletop
 Fill al dispensers
 Wipe off chairs as needed
 Sweep/mop floor

Office Areas:

- Empty all trash receptacles and throw away in trash dumpster located behind the building.
 Replace can liners if wet or torn
 Dust and polish conference room tables. Straighten out chairs
 Dust and wipe all counters
 Spot clean all walls, doors and woodwork
 Sweep all floors
 Mop all floors

1X PER WEEK

- Dust all flat surfaces such as: file cabinets, tops of partitions, picture frames, window sills, ledges, bookcases

1X PER MONTH

- Dust all high areas (above 6 feet)
 Dust all window blinds
 Edge vacuum all carpets

1X PER YEAR

- Clean all carpets
- Strip and wax all hard surface floors

2X PER YEAR

- Clean all windows in and out

AS -NEEDED BASIS AS DIRECTED BY COUNTY

- Clean and disinfect all "High Touch" areas, including, but not limited to the following:
 - a. All operable door surfaces and hardware including levers, knobs, push/panic bars, and locking /latching mechanisms throughout the facility.
 - b. Public counters (as applicable)
 - c. Public transaction windows (as applicable)
 - d. Cleaning and disinfecting measures shall be in compliance with California Department of Public Health and Centers for Disease Control guidelines.

North Coast Cleaning Service Inc provides all equipment and cleaning supplies. Customer supplies all disposables.