

## Scope of Work

### General- All Services:

- ❑ Keys - AMLI Personnel will issue the keys to the apartment to the vendor. Vendor agrees to take precautions to keep the apartment secure from unauthorized entry while the key is in their possession. No keys are to leave the property and vendors are not allowed to keep keys overnight.
  - ❑ SDS- Vendor must submit all SDS for products that they have supplied and used at the property.
  - ❑ Restrooms- No usage of restrooms in vacant or occupied apartment units. Public restrooms are available for use in AMLI clubhouse buildings.
  - ❑ Smoking- AMLI communities are smoke-free. Smoking, including the use of e-cigarettes is NOT permitted on AMLI property, including exterior areas.
  - ❑ Working Hours - Vendor shall complete all work during AMLI business hours of 10am – 6pm. While AMLI offices do not open until 10am to the public, AMLI Personnel may be onsite earlier. Vendor may begin work earlier with advance approval from AMLI Service Manager or Community Manager.
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### General Apartment Painting Specifications

- ❑ Vendor to remove all unpainted switch and outlet covers, mask electrical devices, breaker panel covers, door hardware, and protect other non-painted surfaces from surfaces adjacent to areas to receive new paint including carpets and counter tops. After completion of paint Vendor must replace all covers and remove all masking materials.
- ❑ Vendor to inspect and repair all defects, i.e., holes, nail pops, cracks, uneven drywall tapelines, foreign objects, etc. Then spot prime repaired areas with paint product to be used in finish coat. Allow to dry.
- ❑ Vendor to paint only previously painted surfaces unless otherwise directed by the property personnel. Application and preparation of surfaces to be painted should comply with manufacturer's directions.
- ❑ Vendor agrees to remove debris generated by painters or the painting process from the apartment (paint cans, soda cans, drop cloths, etc.). Paint material must not be disposed of in property toilets, garbage disposals, or on the grounds of the property.

### General Unit Cleaning Specifications

- ❑ Vendor to provide all equipment and supplies necessary to clean apartments to these specifications.
- ❑ Vendor must take special precautions to prevent damage to carpet, cabinets, fixtures, flooring, hardware, porcelain, appliances, and all other surfaces from cleaning materials. If any items mentioned or not become damaged while in the vendor's care, vendor is responsible for the damage and agrees to rectify the damage immediately or pay for the replacement of damaged items. Payment may take the form of deductions from the invoice for cleaning services at AMLI's option.
- ❑ Vendor agrees to remove debris and used cleaning materials generated by cleaners or by the unit cleaning process from the apartment (rags, trash bags, soda cans, etcetera.). Cleaning materials must not be disposed of in property toilets, sinks, or on the grounds of the property.

□ General

- Clean all switch plates, electrical outlets covers, and light fixtures.
- Clean all windows and sliding glass doors, inside and out, including tracks.
- Clean front door and entry light fixture.
- Vacuum all carpets.
- Clean washers / dryers (or hook up's) and blow out dryer vents.
- Remove debris from fireplaces and thoroughly clean ashes from fireplace interior surface.
- Mini-blinds should be cleaned according to the manufacturer's directions.
- Clean all door jambs, trim, and baseboards.
- Clean all registers and vents.
- Sweep patio and entry. Sweep out storage area. Sweep cobwebs from sliding glass door and other areas. Clean patio fixture and balcony rails.

□ Kitchen

- Refrigerator – Defrost, clean, wash, and disinfect all surfaces. Thoroughly clean door gaskets. Turn refrigerator off and leave both doors open to prevent mildew. Pull out and clean behind. Clean coil, vacuum underneath and clean defrost pan.
- Range – Clean all surfaces to remove grease and burned on particles, thoroughly clean knobs, and polish chrome surfaces. Clean oven, racks, and broiler.
- Vent-a-hood - Clean all surfaces to remove grease and burned on particles. Remove, clean, and reinstall filter.
- Dishwasher – Clean debris out of dishwasher, clean and polish front including knobs.
- Cabinets and Drawers – Remove all lining material, wash and disinfect all shelves and interior surfaces. Use wood cleaner on cabinet and drawer fronts. Clean and polish countertops.
- Microwave - Clean all surfaces to remove grease and burned on particles, and thoroughly clean control panel.
- Sink – Scrub and clean sink with appropriate cleanser. Clean garbage disposal, insert or gasket, cover, and strainer. Polish faucet set. When completed, finish off stainless steel sinks with lemon oil.
- Floor – Sweep, scrub, strip, wash, and polish using non-yellowing chemicals.
- Other - Clean areas between all appliances, walls, and cabinets.

□ Bathroom

- Bath / Shower – Thoroughly clean tile and porcelain surfaces. Polish faucet sets and chrome. Fiberglass and plastic tubs must be cleaned per the manufacturer's instructions.
- Commode – Remove disinfectant devices in tank. Clean and disinfect all surfaces. Clean water shut-off valve and pipe behind commode.
- Sink - Scrub and clean sink with appropriate cleanser. Polish faucet set.
- Floor – Sweep, clean, and disinfect.
- Other – Clean mirror, cabinets, drawers, and medicine cabinet. Remove all lining material, wash and disinfect all shelves and interior surfaces. Use wood cleaner and polish on cabinet and drawer fronts. Clean and polish countertops.

### **General Carpet Cleaning Specifications**

- Vendor to provide all equipment and supplies necessary to clean carpets to these specifications.
- Vendor must take special precautions to prevent damage to the apartment. If the apartment or its contents become damaged while in the vendors care, vendor agrees to rectify the damage immediately or pay for the replacement of damaged items. Payment may take the form of deductions from the invoice for carpet cleaning services at AMLI's option.

- ❑ Vendor agrees to remove debris generated by carpet cleaners or by the carpet cleaning process from the apartment. Carpet cleaning materials must not be disposed of in the apartment sinks or on the grounds of the property.
- ❑ General
  - Carpet should be thoroughly checked for needed repairs and such needs reported to property personnel.
  - With stiff brushes or broom, sweep around perimeter of all walls to remove dust and dirt from around baseboards and corners, and then thoroughly vacuum the entire carpet.
  - Pre-treat spots to loosen and remove any stains.
  - Clean carpet using hot water extraction with 160 degree water or using dry extraction. All equipment used in carpet cleaning must be designed for this purpose and be of sufficient size and quality to loosen and extract all dirt and soil from the carpet fibers and backing.
  - Hand scrub and clean all baseboard areas and areas that are inaccessible to cleaning machinery.
  - Vendor must report all damage or discoloration to property personnel.
  - It is the responsibility of the Vendor to test carpet for shrinkage and colorfastness before cleaning, and if shrinkage occurs, it is the Vendor's responsibility to re-stretch.
  - All carpet must be raked after cleaning.

### **General Carpet Replacement Specifications**

- ❑ Prior to installation, carpets and related materials must be stored in a climate-controlled, dry space, and adequately protected from dirt, dust, moisture, and other contaminants.
- ❑ Carpet should be unrolled and allowed to relax prior to installation. To facilitate relaxation, pre-cutting of carpet is recommended.
- ❑ Inspect tack strip for deterioration, de-lamination, looseness, etc. Replace and/or repair tack strips if necessary. Tack strip should be a minimum of 1 inch wide and ¼ inch thick with at least two rows of tacks. Tacks should not protrude through the carpet being installed or be installed across door openings.
- ❑ Seams shall be kept to a minimum and positioned as recommended where possible. All edges that are to be cut for seams must be prepared in strict conformance with carpet manufacturer's recommendations.
  - Seams run the length of the area.
  - Main traffic runs parallel to, rather than across, the seam.
  - Seams are away from areas subjected to pivoting traffic.
  - Seams are not perpendicular to doorway openings.
- ❑ Use of a power stretcher is mandatory.
- ❑ Vendor will protect edges that meet other floor coverings by sealing and the use of appropriate transitional molding.
- ❑ Vendor agrees to remove debris generated by installers or by the replacement process from the apartment (trimmings, soda cans, etc.). Carpet and material must not be disposed of in property toilets, garbage disposals, or on the ground of the property.