LEASE

HEALTH SERVICES DEPARTMENT
HAZARDOUS MATERIALS PROGRAM
4005 PORT CHICAGO HIGHWAY, SUITE 120
CONCORD, CALIFORNIA

This lease is dated January 1, 2026, and is between Seecon Commercial, LLC, a California limited liability company ("**Lessor**") and the County of Contra Costa, a political subdivision of the State of California ("**County**").

Recitals

A. Lessor is the owner of the real property located at 4005 Port Chicago Highway, Concord California. The property is improved with a two-story office building commonly known as North Point Technology Center I (the "**Building**").

B. Lessor desires to lease to County and County desires to lease from Lessor a portion of the Building consisting of approximately 15,470 square feet of floor space known as Suite 120 (the "**Premises**"), as shown in the floor plan attached as Exhibit A, along with the non-exclusive use of 60 parking stalls.

C. Effective July 1, 2026, the County will transfer this lease to Contra Costa Fire Protection District (the "**District**").

The parties therefore agree as follows:

Agreement

1. Lease of Premises. In consideration of the rents and subject to the terms of this lease, Lessor hereby leases to County and County hereby leases from Lessor, the Premises.

2. Term**.** The "**Term**" of this lease is comprised of an Initial Term and, at County's election, Renewal Terms, each as defined below.

   a. Term. The "**Initial Term**" is one year and ten months, commencing on January 1, 2026 (the "**Commencement Date**") and ending October 31, 2027.

3. Rent. County shall pay rent ("**Rent**") to Lessor monthly in advance beginning on the Commencement Date. Rent is payable on the tenth day of each month during the Term in the amounts set forth below:

Months	Monthly Rent
January 1, 2026 – April 30, 2026	$38,035.10
May 1, 2026 – April 30, 2027	$39,176.15
May 1, 2027 – October 31, 2027	$40,351.43

Rent for any fractional month will be prorated and computed on a daily basis with each day's rent equal to one-thirtieth (1/30) of the monthly Rent.

4. Use. County may use the Premises for the purpose of conducting various office use functions of County and any other purpose permitted by law.

5. Full Service Lease. Subject to Section 6 – Maintenance and Repairs, this is a full service lease. Lessor shall pay all of the Building's operating costs, including, but not limited to, all maintenance and repairs, real estate taxes, and building insurance. Lessor shall pay for all utilities, including but not limited to, gas and electric service, water, and sewer. In addition, Lessor shall pay for all pest control, janitorial and refuse collection services provided to the Premises.

6. Maintenance and Repairs.

   a. Janitorial Services. Janitorial services are to be provided to the Premises Monday through Friday, with the exception of generally recognized holidays. Minimum janitorial services to be provided by Lessor are set forth in Exhibit B. If County requires janitorial services not included on Exhibit B attached hereto, the County is responsible for the cost of such services.

   b. Roof and Exterior of Premises. Lessor shall keep the roof and exterior of the Premises in good order, condition, and repair, and shall maintain the structural integrity of the Building, including the exterior doors and their fixtures, closers and hinges, exterior windows, and glass and glazing used in the Premises.

   c. Fire Extinguishers; Smoke Detectors; Strobe Alarms. At no cost to the County, Lessor shall provide fire extinguishers, smoke detectors, and strobe alarms in the Premises as required by current laws, regulations, and the Fire Marshall. Lessor shall maintain, repair and replace the fire extinguishers, smoke detectors, and strobe alarms as needed.

   d. Interior of Premises. County shall keep and maintain the interior of the Premises in good order, condition and repair. Lessor, at its own expense, without right of reimbursement, shall repair any damage to the interior caused by Lessor's failure to maintain the exterior in good repair, including damage to the interior caused by roof leaks, window leaks, and/or interior and exterior wall leaks. County shall maintain all locks and key systems used in the Premises. County may install and maintain an interior alarm system, if deemed necessary by the County.

e. Utilities. Lessor shall repair and maintain the electrical, lighting, water and plumbing systems in good order, condition and repair.

f. HVAC. Lessor shall maintain and repair the heating, ventilating, and air-conditioning (HVAC) systems. If the County requires the use of the heating, ventilating, and air-conditioning ("**HVAC**") systems outside their normal operating hours, the County is responsible for the cost of the HVAC incurred by such use. Normal operating hours are Monday through Friday between the hours of 7:00 am and 7:00 pm, excluding County holidays.

g. Parking; Exterior Lighting; Landscaping. Lessor shall maintain the parking lot, exterior lighting system, and landscaping in good order, condition and repair.

h. Services by Lessor. If County determines that the Premises are in need of maintenance, construction, remodeling or similar service that is beyond Lessor's responsibilities under this lease, at County's request, Lessor shall perform such service at County's expense. In performing the service, Lessor shall consult with County and use either licensed insured contractors or employees of Lessor. Lessor shall obtain County's prior written approval of the scope, terms, and cost of any contracts. County may, by giving Lessor 30 days prior written notice, change the level of service, terminate any or all service.

7. Maintenance – Building Operating Systems. At no cost to County, Lessor shall repair and maintain the electrical, lighting, water and plumbing systems, and HVAC systems (together, such systems and equipment are the "**Operating Systems**") in good order, condition and repair. Lessor shall obtain and maintain all permits related to the Operating Systems.

If one or more Operating Systems fail, County's Director of Public Works, or his or her designee (the "**County Representative**"), will notify Lessor of such failure and Lessor shall use commercially reasonable efforts to correct the problem. The County Representative's notice of an Operating System failure shall be delivered to Lessor by both telephone and email as follows:

Contact: Seecon Financial & Construction Co., Inc.
c/o Sierra Pacific Properties, Inc.
Attn: Property Manager
(925) 288-9982
stefani.schreiber@spprop.com

And: Seecon Financial & Construction Co., Inc.
c/o Sierra Pacific Properties, Inc.
Attn: Douglas Messner
1800 Willow Pass Court
Concord, CA 94520
(925) 609-6200

dmessner@spprop.com

And: Seecon Financial & Construction Co., Inc.
c/o Sierra Pacific Properties,Inc.
Attn: Kurt Hyson
1800 Willow Pass Court
Concord, CA 94520
(925) 609-6246
kurt.hysen@spprop.com

If Lessor fails to respond within 24 hours and fails to use reasonable efforts to pursue the repair of the problem within 72 hours after the County Representative's notice, County may attempt to correct the problem. Lessor shall reimburse County for any out-of-pocket costs actually incurred by County in repairing, or attempting to repair, an Operating System, upon receipt of County's invoice.

8. Quiet Enjoyment. Provided County is in compliance with the material terms of this lease, Lessor shall warrant and defend County in the quiet enjoyment and possession of the Premises during the Term.

9. Alterations; Fixtures and Signs**.** County may (i) make any lawful and proper minor alterations to the Premises and (ii) attach fixtures and signs ("**County Fixtures**") in or upon the Premises which do not affect the Building systems. The County may erect exterior building signage in and or upon the Premises that identifies the County as a tenant of the Building subject to Lessor approval, not to be unreasonably withheld, and County's obtaining all governmental approvals. The sign is to be situated facing Port Chicago Highway in a location, size, color, copy nature, and display quality that is mutually acceptable to Lessor and County. Any County Fixtures will remain the property of the County and may be removed from the Premises by County at any time during the Term. County is responsible for the cost of all alterations and County Fixtures. All alterations and County Fixtures are subject to Lessor's approval and must comply with existing code requirements. The County is responsible for obtaining any necessary approvals from the City of Concord. Any County Fixtures will remain the property of the County and may be removed from the Premises by the County at any time during the Term, but in any event will be removed at the expiration of the Term and any damage repaired.

10. Insurance.

a. Liability Insurance - County. Throughout the Term, County shall maintain in full force and effect, at its sole expense, a general self-insurance program covering bodily injury (including death), personal injury, and property damage, including loss of use. County's self-insurance does not provide coverage for (i) areas to be maintained by Lessor under this lease, or (ii) negligence, willful misconduct, or other intentional act, error or omission of Lessor, its officers, agents, or employees. County shall provide

Lessor with a letter of self-insurance affirming the existence of the self-insurance program.

b. Liability Insurance - Lessor. Throughout the Term, Lessor shall maintain in full force and effect, at its sole expense, commercial general liability insurance, with limits of not less than $2,000,000 per occurrence. Lessor shall provide County with a copy of its certificate of insurance affirming the existence of such insurance.

c. Property Insurance. Lessor shall insure the Building, any improvements and betterments, its own contents and its personal property contained within or on the Building under a standard all-risk policy. Lessor shall provide County with a copy of its certificate of insurance affirming the existence of such insurance. County shall provide insurance for the Premises, any improvements and betterments, its own contents, and its personal property contained within or on the Premises under a standard all-risk policy. Lessor has no interest in the insurance proceeds related to County's Improvements, equipment or fixtures and will sign all documents necessary or proper in connection with the settlement of any claim or loss by County.

11. Surrender of Premises. On the last day of the Term, or sooner termination of this lease, County shall peaceably and quietly leave and surrender to Lessor the Premises, along with appurtenances and fixtures at the Premises (except County Fixtures), all in good condition, ordinary wear and tear, damage by casualty, condemnation, acts of God and Lessor's failure to make repairs required of Lessor excepted. County is not responsible for painting or for repairing or replacing any floor coverings in the Premises upon the expiration or earlier termination of this lease.

12. Waste, Nuisance. County may not commit, or suffer to be committed, any waste upon the Premises, or any nuisance or other act or thing that may disturb the quiet enjoyment of any other occupant of the Building.

13. Inspection. Lessor, or its proper representative, agents, employees, designated representative or contractor, may enter the Premises at any time in the case of an emergency, and otherwise by reasonable prior appointment between the hours of 9:00 a.m. and 4:30 p.m., Monday through Friday, holidays excepted, to determine that (i) the Premises is being reasonably cared for, (ii) no waste is being made and that all actions affecting the Premises are done in the manner best calculated to preserve the Premises, and (iii) County is in compliance with the terms and conditions of this lease.

14. Perilous Conditions. If the Director of Public Works becomes aware of a perilous condition on the Premises that, in his or her opinion, substantially and significantly threatens the health and safety of County employees and/or invitees (a "**Perilous Condition**"), the Director of Public Works, or his or her designee, will immediately notify Lessor of the Perilous Condition and Lessor shall use best efforts to immediately eliminate the Perilous Condition. The County Representative's notice of a Perilous Condition shall be delivered to Lessor by telephone or email as follows:

Contact: Seecon Financial & Construction Co., Inc.
c/o Sierra Pacific Properties, Inc.
Attn: Property Manager
(925) 288-9982
stefani.schreiber@spprop.com

And: Seecon Financial & Construction Co., Inc.
c/o Sierra Pacific Properties, Inc.
Attn: Douglas Messner
1800 Willow Pass Court
Concord, CA 94520
(925) 609-6200
dmessner@spprop.com

And: Seecon Financial & Construction Co., Inc.
c/o Sierra Pacific Properties,Inc.
Attn: Kurt Hyson
1800 Willow Pass Court
Concord, CA 94520
(925) 609-6246
kurt.hysen@spprop.com

Lessor shall immediately address any condition reasonably constituting an emergency, whether Lessor learns of the condition through County or otherwise.

If Lessor fails to address a Perilous Condition within twenty-four hours after County's notice or to immediately address an emergency situation, County may attempt to resolve the Perilous Condition or emergency situation. Lessor shall reimburse County for any costs incurred by County in addressing the Perilous Condition or emergency situation promptly upon receipt of County's invoice.

15. Destruction. If damage occurs that causes a partial destruction of the Premises during the Term from any cause and repairs can be made within 120 days from the date of the damage under the applicable laws and regulations of governmental authorities, Lessor shall repair the damage promptly. Such partial destruction will not void this lease, except that County will be entitled to a proportionate reduction in Rent while such repairs are being made. The proportionate reduction in Rent will be calculated by multiplying Rent by a fraction, the numerator of which is the number of square feet that are unusable by County and the denominator of which is the total number of square feet in the Premises.

If repairs cannot be made in 120 days, County will have the option to terminate the lease or request that Lessor make the repairs within a reasonable time, in which case, Lessor will make the repairs and Rent will be proportionately reduced as provided in the previous paragraph.

This lease will terminate in the event of a total destruction of the Building or the Premises.

16. Hazardous Material. Lessor warrants to County that Lessor does not have any knowledge of the presence of Hazardous Material (as defined below) or contamination of the Building or Premises in violation of environmental laws. Lessor shall defend, save, protect and hold County harmless from any loss arising out of the presence of any Hazardous Material on the Premises that was not brought to the Building, Real Property, or Premises by or at the request of County, its agents, contractors, invitees or employees. Lessor acknowledges and agrees that County has no obligation to clean up or remediate, or contribute to the cost of clean-up or remediation, of any Hazardous Material unless such Hazardous Material is released, discharged or spilled on or about the Building, Real Property, or Premises by County or any of its agents, employees, contractors, invitees or other representatives. The obligations of this Section shall survive the expiration or earlier termination of this lease.

"Hazardous Material" means any substance, material or waste, including lead based paint, asbestos and petroleum (including crude oil or any fraction thereof), that is or becomes designated as a hazardous substance, hazardous waste, hazardous material, toxic substance, or toxic material under any federal, state or local law, regulation, or ordinance.

17. Indemnification.

a. County. County shall defend, indemnify and hold Lessor and Lessor's officers, directors, shareholders, affiliates, employees and agents harmless from County's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys' fees, caused by the willful misconduct or the negligent acts, errors, or omissions of County, its officers, agents or employees in using the Premises pursuant to this lease, or the County's performance under this lease, except to the extent caused or contributed to by (i) the structural, mechanical, or other failure of the Building owned or maintained by Lessor, and/or (ii) the negligent acts, errors, or omissions of Lessor, its officers, agents, or employees.

b. Lessor. Lessor shall defend, indemnify and hold County harmless from Lessor's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys' fees, caused by the willful misconduct or the negligent acts, errors or omissions of Lessor, its officers, agents, employees, with respect to the Premises, or Lessor's performance under this lease, or the Lessor's performance, delivery or supervision of services at the Premises, or by the structural, mechanical or other failure of buildings owned or maintained by Lessor, except to the extent caused or contributed to by (i) the negligent acts, errors, or omissions of County, its officers, agents, or employees and/or (ii) the unauthorized or criminal entry of third parties into the Premises, Building, or Real Property regardless of any breakdown, malfunction, or insufficiency of the security measures, practices or equipment provided by Lessor.

18. Default.

The occurrence of any of the following events is a default under this lease:

a. County.

i. County's failure to pay Rent within ten business days after receipt of a written notice of failure (a "**Notice**") from Lessor to County; provided, however, that County will have additional time if its failure to pay Rent is due to circumstances beyond its reasonable control, including, without limitation, failure of the County's Board of Supervisors to adopt a budget. In no event may such additional time exceed 60 days from receipt of a Notice.

ii. County's failure to comply with any other material term or provision of this lease if such failure is not remedied within 30 days after receipt of a Notice from Lessor to County specifying the nature of the breach in reasonably sufficient detail; provided, however, if such default cannot reasonably be remedied within such 30 day period, then a default will not be deemed to occur until the occurrence of County's failure to comply within the period of time that may be reasonably required to remedy the default, up to an aggregate of ninety days, provided County commences curing such default within 30 days and thereafter diligently proceeds to cure such default.

b. Lessor.

i. Lessor's failure to perform any obligation under this lease if such failure is not remedied within 30 days after receipt of a Notice from County to Lessor specifying the nature of the breach in reasonably sufficient detail; provided, however, if such breach cannot reasonably be remedied within such 30 day period, then a default will not be deemed to occur until the occurrence of Lessor's failure to perform within the period of time that may be reasonably required to remedy the breach, provided Lessor commences curing such breach within 30 days and thereafter diligently proceeds to cure such breach.

19. Remedies.

a. Lessor. Upon the occurrence of a default by County, Lessor may in accordance with due process of law, reenter and repossess the Premises and remove all persons and property from the Premises.

b. County. Upon the occurrence of a default by Lessor, County may (i) terminate this lease by giving written notice to Lessor and quit the Premises without further cost or obligation to County or (ii) proceed to repair or correct the failure and, at County's

option, either deduct the cost thereof from Rent due to Lessor, or invoice Lessor for the cost of repair, which invoice Lessor shall pay promptly upon receipt.

i. Termination under this section is effective on the date the notice is deemed effective in accordance with Section 20 – Notices.

ii. If the County elects to complete the Tenant Improvements or repair or correct any other Lessor default, the County may, at its sole discretion, elect to either deduct the cost thereof from Rent due to Lessor, or invoice Lessor for the cost of repair, which invoice Lessor shall pay in full promptly upon receipt.

20. Notices. Except as provided in Section 7 – Maintenance – Building Operating Systems, and Section 14 – Perilous Conditions, any notice required or permitted under this lease shall be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To Lessor:	Seecon Financial & Construction Co., Inc. c/o Sierra Pacific Properties, Inc. Attn: President 1800 Willow Pass Court Concord, CA 94520
With copy to:	Seecon Financial & Construction Co., Inc. Attn: Legal 4021 Port Chicago Highway Concord, CA 94520
With copy to:	Contra Costa County Public Works Department Attn: Principal Real Property Agent 40 Muir Road Martinez, CA 94553

Either party may at any time designate in writing a substitute address for that set forth above and thereafter notices are to be directed to such substituted address. If sent in accordance with this Section, all notices will be deemed effective (i) the next business day, if sent by overnight courier or (ii) three days after being deposited in the United States Postal system.

21. Successors and Assigns. This lease binds and inures to the benefit of the heirs, successors, and assigns of the parties hereto.

22. Holding Over. Any holding over after the Term of this lease is a tenancy from month to month, terminable upon 30 days' notice given at any time and is subject to the terms of this lease. During such holding over, County shall pay, in advance, Rent equal to 125%

of the current Rent at the time of expiration of the Lease. Holding over shall not constitute an extension of the lease.

23. Time is of the Essence. In fulfilling all terms and conditions of this lease, time is of the essence.

24. Governing Law. The laws of the State of California govern all matters arising out of this lease.

25. Severability. In the event that any provision herein contained is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this lease will not in any way be affected or impaired.

26. Force Majeure. Whenever a day is appointed under this lease on which, or a period of time is appointed within which, either party to this lease is required to do or complete any act, matter or thing, other than the payment of money on or after the Commencement Date, the time for doing or completing the act, matter or thing will be extended by a period of time equal to the number of days that the party required to act is prevented from doing or completing the act, matter or thing (or its ability to do or complete the act, matter or thing, is unreasonably interfered with) because of strikes, lock-outs, embargoes, unavailability of labor, materials or utilities, wars, insurrections, rebellions, civil disorder, declaration of national emergencies, terrorist attacks, acts of God, or other causes beyond such party's reasonable control (financial inability excepted); provided, however, nothing contained in this section excuses County from the prompt payment of any Rent or other charge required of County under this lease; and furthermore provided nothing contained in this section affects County's right to address Perilous Conditions as described in Section 14 – Perilous Conditions, or County's right to correct problems as described in Section 7 – Maintenance – Building Operating Systems.

27. Estoppel Certificate. Within 20 days after a written request from Lessor, County's Director of General Services or his designee shall execute and deliver to Lessor a written statement certifying: (a) that this lease is unmodified and in full force and effect, or is in full force and effect as modified and stating the modifications; (b) the amount of Rent and the date to which Rent and additional rent, if any, have been paid in advance; and (c) that Lessor is not in default under this lease or, if Lessor is claimed to be in default, stating the nature of any claimed default. A purchaser, assignee or lender may rely upon such statement.

28. Liens. County shall keep the Premises, the Building, the common areas and the Real Property free from any liens arising out of the work performed, materials furnished, or obligations incurred by County or County's parties. County further covenants and agrees that should any mechanic's lien be filed against the Premises, the Building, the common areas or the Real Property for work claimed to have been done for, or materials claimed to have been furnished to the County, said lien will be discharged by County, by bond or otherwise, within 30 days after the filing thereof, at the cost and expense of County.

29. Interest on Past Due Obligations. Except as otherwise expressly provided in this lease, any amount due from County to Lessor under this lease that is not paid when due will bear interest at the rate of five percent per annum from the date due until the date paid. This section does not alter the terms and conditions set forth in Section 20 – Default.

30. Sale or Transfer by Lessor. In the event of any transfer or transfers of Lessor's interest in the Premises, other than a transfer for security purposes only, the transferor shall automatically be relieved of any and all obligations and liabilities on the part of the transferor accruing from and after the date of such transfer; provided, however, that any funds in the hands of Lessor in which County has an interest, at the time of such transfer, shall be turned over to the transferee and upon such transfer, Lessor shall be discharged from any further liability with reference to such funds.

31. Lessor Covenants and Obligations. Other than the covenants and obligations of Lessor set forth in Section 17 – Indemnification, which shall survive the termination or assignment of this lease, the covenants and obligations of Lessor contained in this lease are binding upon Lessor, its successors and assigns only during their respective periods of ownership. County agrees to look solely to Lessor's interest in the Building and Real Property (or the proceeds thereof) for the satisfaction of any remedy of County, for the collection of a judgment (or other judicial process) requiring the payment of money by Lessor in the event of any default by Lessor hereunder. No other property or assets of Lessor may be subject to levy, execution, or other enforcement procedure for the satisfaction of County's remedies under or with respect to this lease, or County's use or occupancy of the Premises.

32. Miscellaneous.

    a. County hereby acknowledges that the Rent payable to Lessor hereunder does not include the cost of guard service, safety patrol or other security measures, and that Lessor has no obligation whatsoever to provide the same. County assumes all responsibility for the protection of County, its agents, employees, and invitees from acts of third parties.

    b. To Lessor's actual knowledge, neither the common area of the Building nor the Premises have undergone inspection by a Certified Access Specialist (CASp). The foregoing disclosure does not affect Lessor's or County's respective responsibilities for compliance of construction-related accessibility standards as provided under this lease. A CASp can inspect the Premises and determine whether the Premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the Premises, Lessor may not prohibit County from obtaining a CASp inspection of the Premises for the occupancy or potential occupancy of County, if requested by County. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the Premises.

33. Lessor's Representation and Warranties. Lessor represents and warrants to the County that Lessor is the owner of the Building and that the Building is presently zoned to permit its use for the purposes contemplated by this lease. In addition, Lessor represents and warrants that the individuals signing this lease on behalf of Lessor are authorized to do so.

[Remainder of Page Intentionally Left Blank]

34. Entire Agreement; Construction; Modification. Neither party has relied on any promise or representation not contained in this lease. All previous conversations, negotiations, and understandings are of no further force or effect. This lease is not to be construed as if it had been prepared by one of the parties, but rather as if both parties prepared it. This lease may be modified only by a writing signed by both parties.

The parties are executing this lease on the date set forth in the introductory paragraph.

CONTRA COSTA COUNTY, political subdivision of the State of California

By: _____
Warren Lai
Director of Public Works

RECOMMENDED FOR APPROVAL:

By: _____
Jessica L. Dillingham
Principal Real Property Agent

By: _____
Stacey Sinclair
Senior Real Property Agent

APPROVED AS TO FORM:
THOMAS L. GEIGER, COUNTY COUNSEL

By: _____
Kathleen M. Andrus
Deputy County Counsel

SEECON COMMERCIAL, LLC, a California limited liability company

By: Seecon Financial & Construction Co., Inc., a California corporation, Sole Member

By: _____
Douglas W. Messner
Vice President

By: _____
Mark D. Wickham
Senior Vice President

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EXHIBIT A
FLOORPLAN

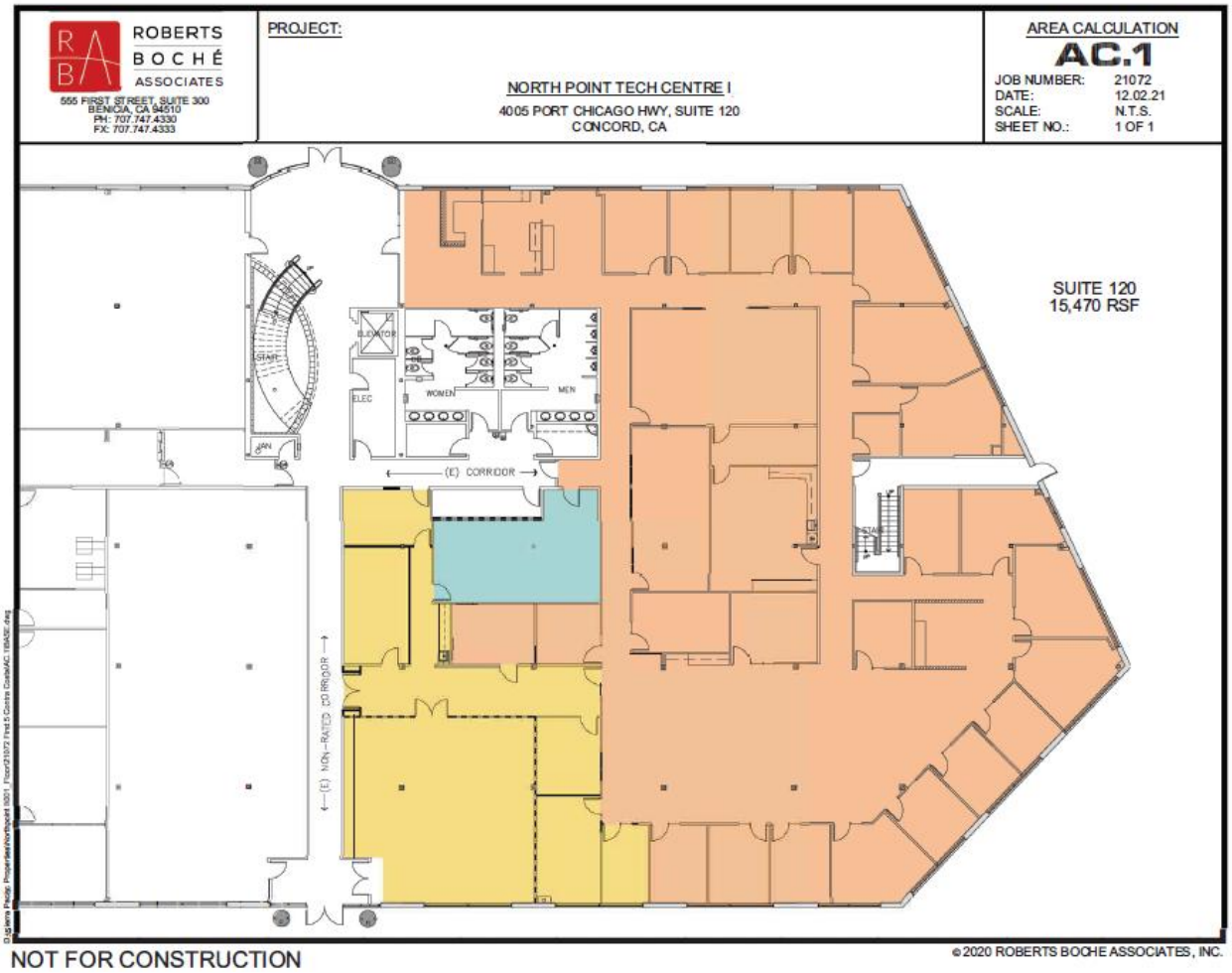

EXHIBIT B
JANITORIAL SPECIFICATIONS

DAILY SERVICES

1. Dust all desk tops, low file cabinet tops, lamps, and other furniture surfaces.
2. Empty all trash containers throughout the Premises, and replace trash container liners as necessary.
3. Vacuum or spot-vacuum carpets as necessary around entry, doors and heavy traffic areas. Spot-clean carpets as needed.
4. Remove spots and finger marks from glass on entry doors.
5. Replace burned out tubes and light bulbs.

WEEKLY SERVICES

1. Vacuum all carpets thoroughly throughout the Premises.
2. Dust counter tops, cabinets, tables, low-wall partitions, window sills, and telephones. Remove cobwebs.
3. Dust building completely, including mini blinds, if any, and window coverings.
4. Mop all vinyl floor areas weekly and strip, wax and buff when necessary.
5. Clean entry doors and all door hardware.

MONTHLY SERVICES

1. Dust and clean A/C diffusers, air vents and exhaust fans.
2. Dust vertical surfaces (furniture fronts, walls, etc.)
3. Dust all window blinds; damp-wipe window sills.

ONCE YEARLY, IN JUNE

1. Shampoo all carpets.

ONCE YEARLY, IN APRIL

1. Wash windows and glass on both sides.
2. Clean all ventilation grills.
3. Wash and clean all light fixtures, inside and outside.

MISCELLANEOUS

Security: Lock all doors and windows, turn off lights, set night lights and alarm systems before leaving the Premises.