

JANITORIAL SERVICES AT 40 SHATTUCK ROAD

Services provided:

Standard janitorial services are provided in client suites at 40 Shattuck Road, at no additional charge, after the close of each business day, Monday through Friday (excluding holidays). Such daily services include:

- removal of normal office trash and emptying of wastebaskets (replacing liners, as needed)
- recycling of all paper materials from the blue, desk-side recycling containers (only)
- washing of any uncarpeted (VCT) floors
- cleaning of interior and suite entry glass sidelights
- vacuuming of carpeting
- dusting of all readily-accessible horizontal surfaces

Working with your cleaning company:

Please contact the building's designated cleaning company, **Kellermeyer Bergensons Services, LLC (Guillermo Guevara at 978-705-8046 or guillermo.guevara@kbs-services.com)**, to arrange for its staff to access your suite, including providing keys or access cards. If, at any time, you have concerns, wish to share any comments or suggestions about your janitorial service, or need to make any special arrangements, **please contact the cleaning company directly.**

Recycling notes:

- Client firms are responsible for the recycling of all materials other than standard office paper.
- Cardboard that will not fit into the blue, desk-side recycling container must be broken down and flattened. This cardboard, along with any glass, aluminum, and plastic recyclables, must be deposited in the single stream recycling dumpster located in the landscaped area opposite the west building entrance. Please thoroughly rinse all materials prior to placement in the recycling dumpster, and take care when transporting recyclables through the building to avoid staining or damaging flooring.
- Please note that leaving inappropriate waste in any common areas or around the common dumpsters will result in the client firm being billed on a time and materials basis for its removal, with a minimum fee of \$350.