# 3.8 FACILITY MAINTENANCE PLAN SUMMARY

If you are awarded a contract you will be required to adopt a facility maintenance plan, including provisions for maintaining the deputy registrar agency premises. Your plan should detail how you intend to address the items listed below.

If you are awarded a contract, do you agree to be responsible for the following either on your own, through your lease or sublease, or by separate contract:

1. Outdoor building maintenance? No _____ Yes _____

2. Keeping outdoor areas free of trash and debris? No _____ Yes _____

3. Assuring prompt snow and ice removal? No _____ Yes _____

4. Inside of agency, including equipment, will be cleaned by?

   Deputy or his/her employees _____

   Contractor of deputy _____

   Landlord or his/her contractor _____

   No one _____

5. Provision for inside maintenance will be?

   Five or more times per week _____

   One to four times per week _____

   Less than once a week _____

6. Provision for professional cleaning of carpeting and/or flooring, if any, as needed, but **no less than once** per year?

   No _____ Yes _____

7. Provisions for repainting, as needed, but **no less than once** during the term of contract?

   No _____ Yes _____