

**CUSTODIAL SERVICES
REQUEST FOR PROPOSAL
ADDENDUM #4**

The following points for clarification are provided after conducting the Donley Center building walk-through and also discussing the cleaning needs at the Airport hangar facility.

DONLEY CENTER

- A full set of master keys shall be made available at the Security desk for nighttime cleaners
- Room 214 – IT Server Room will NOT get cleaned at all
- An activity schedule for each room will be provided so that vacant rooms can be cleaned earlier than others

AIRPORT SITE

- Cleaning may take place on a Tuesday/Thursday or on a Wednesday/Friday schedule