



Court Square Place, 24-01 44th Road | Long Island City, NY 11101
telephone 212.896.5100 | fax 212.896.5120

August 1, 2013

Mitchell R. Yaven
Academic Facilities Manager
Stern Complex & Warren Weaver Hall
10 Astor Place
New York, NY 10003

Re: 8/26/2013 – 5/23/2014

Dear Mr. Yaven,

As per your request, the following relates to assigning four cleaners to the Stern Complex lavatories.

The following duties would be performed by these individuals on a daily basis, Monday through Friday.

- Men's and Women's Bathrooms: KMC floors 2-6 (=10), Shimkin Lobby -5 (=10), and Tisch LC, UC, 2-3 (=8)
- All rooms will be closed and would receive a full and thorough cleaning.
- The rotation will be scheduled so that there are bathrooms open on adjoining floors while each floor is being done.
- There will be two rounds of cleanings, morning and afternoon, which would provide full shutdown and cleaning of each of the 28 rooms, twice each day, as outlined below.
 - First round from 10:00am to 1:30pm
 - Second round from 2:30pm to 6:00pm.
- These cleaners would be on a separate contract with Stern School, with their own sign-in sheets.
- This would be the cleaner's exclusive assignment.
- CBS management will supervise on a daily basis.

The cost for this service from August 26, 2013 through May 23, 2014 will be \$29,693.66 per month. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Lopat', is written over a printed name.

John Lopat
Senior Account Executive