

ATTACHMENT 4

FACILITIES INVENTORY US Forest Service, International Institute of Tropical Forestry (IITF) Janitorial Services

Headquarters Building Summary:

Square footage – 9,450

Average number of employees/visitors in building on a daily basis - 40

Layout:

First floor

Second floor

Basement

Restrooms

2 Women's

2 Men's

1 Unisex, accessible

3 Small Decorative Balconies (2'x5') – second floor, low usage

1 main building entrance – 1st floor, low usage

1 Parking foyer/loading dock - heavy use

Number of fixtures

Water fountains.....	2
Toilets.....	9
Sinks.....	8
Urinals.....	4
Paper Towel Dispensers.....	6
Toilet Paper Dispensers.....	9
Soap Dispensers.....	5
Deodorizer Dispensers.....	4
Lobby disinfectant dispensers.....	2
Kitchen/break room.....	1
Stairs.....	4 flights
Basement stairs.....	2 flights
Elevator.....	1
Janitor closet.....	2
Custodial Supply Storage.....	1
Windows.....	50
Blinds.....	28
Double-Glass Pane Doors.....	7
Metal Door.....	1
Office Wooden glass doors.....	31
Office solid wood doors.....	22
Basement plywood doors.....	7
Light fixtures.....	101
Ceiling fans.....	43
Bulletin board glass.....	10
Lobby furniture.....	1
Waste Receptacles.....	35

Recycle Waste Receptacles.....	3
Walk-off Mats.....	3

GIS Building Summary:

Square footage – 2,810 sq. ft.

Average number of employees/visitors in building on a daily basis - 15

Layout:

One floor

Restrooms

1 Women's

1 Men's

Number of fixtures

Water fountains.....	1
Toilets.....	2
Sinks.....	2
Paper Towel Dispensers.....	2
Toilet Paper Dispensers.....	2
Soap Dispensers.....	2
Mirrors.....	2
Lobby disinfectant dispensers.....	2
Janitor closet.....	1
Windows.....	10
Window shades/blinds.....	10
Exterior Metal Door.....	2
Office Glass Door.....	1
Office doors.....	7
Waste Receptacles.....	10
Recycle Waste Receptacles.....	2
Walk-off Mats.....	1
Sidewalk in front of the building access	

Multi-purpose Building Summary:

Square footage – 3,325 sq. ft.

Average number of employees/visitors in building on a daily basis - 10

Layout:

One floor

Areas:

Apartment

Warehouse

Offices

Gym

Apartment Restroom

Number of fixtures

Toilets.....1

Sinks..... 1

Showers..... 1

Paper Towel Dispensers..... 1

Toilet Paper Dispensers..... 1

Soap Dispensers..... 1

Mirrors..... 1

Disinfectant dispensers..... 1

Kitchen – sink, refrigerator, washer & dryer.....1

Gym Restroom

1 Women's

1 Men's

Number of fixtures

Water fountains..... 1

Toilets..... 3

Sinks..... 4

Urinals..... 1

Showers..... 6

Paper Towel Dispensers..... 2

Toilet Paper Dispensers..... 4

Soap Dispensers..... 2

Deodorizer Dispensers..... 1

Mirrors..... 2

Lobby disinfectant dispensers..... 1

Gym equipment

Janitor closet & cart..... 1

Windows.....9

Window Blinds.....7

Exterior Metal Doors.....6

Waste Receptacles..... 6

Recycle Waste Receptacles..... 3

Walk-off Mats.....3

Sidewalk in front of the building access

Library Building Summary:

Square footage – 4,741

Average number of employees/visitors in building on a daily basis - 15

Layout:

First floor

Second floor

Restrooms

2 Unisex, accessible

Number of fixtures

Water fountains.....	1
Toilets.....	2
Sinks.....	2
Paper Towel Dispensers.....	2
Toilet Paper Dispensers.....	2
Soap Dispensers.....	2
Mirrors.....	2
Lobby disinfectant dispensers.....	1
Janitor cart	1
Windows.....	7
Window shades/blinds.....	4
Exterior Metal Doors.....	2
Bookshelves	
Waste Receptacles.....	8
Recycle Waste Receptacles.....	2
Walk-off Mats.....	1

Conference Center Building Summary:

Square footage – 2,329 sq. ft.

Average number of employees/visitors in building on a daily basis – limited use, high use during conferences

Layout:

One floor

Kitchen – sink, refrigerator, stove, and cabinets

Restrooms

1 Women's

1 Men's

Number of fixtures

Water fountains.....	1
Toilets.....	5
Sinks.....	4
Urinals.....	1
Paper Towel Dispensers.....	2
Toilet Paper Dispensers.....	5
Soap Dispensers.....	2
Deodorizer Dispensers.....	1
Lobby disinfectant dispensers.....	2
Janitor closet & cart	1
Custodial Supply Storage.....	1
Double-Glass Pane Doors with shades.....	5
Waste Receptacles.....	4
Recycle Waste Receptacles.....	2
Walk-off Mats.....	4
Surrounding sidewalk and foyer	

Other areas:

Outside trash bins - 8