

## **EXHIBIT NO. 1**

### **Technical Specifications**

to the contract for the facility maintenance and cleaning services of the Diplomatic Chancery in the premises of the Embassy of Italy in Washington DC, 3000 Whitehaven Street North West.

### **Maintenance program**

The building needs a constant activity of preventive maintenance and qualified personnel for the preservation of the structures and for the running of the building systems. More specifically, these services include:

Facilities management of the entire compound, which consists of:

- a.1) maintaining and updating the technical manuals of the mechanical equipment, plumbing, electrical, elevators and structural aspects of the building;
- a.2) providing reports and projections of any repairs as needed in the entire property and monitoring the energy consumption.

#### **1. Maintenance Activities**

- 1.a Inspection, supervision and preventive maintenance of all equipment, systems, plants, and of the structure of the building - interventions to repair malfunctions of ordinary maintenance.
- 1.b Update and management of existing technical manuals concerning equipment, systems and maintenance procedures.
- 1.c Management of contracts with subcontractors eventually involved in the maintenance services as specified in article 17 of the present agreement.
- 1.d Supervision and coordination (including those executed by other companies entrusted by the owner) of maintenance/repair works on the equipment object of this contract. This excludes systems such as Telephone, TV, Computer, Security (including the driveway gates and the automatic driveway gate openers), etc., for which the Embassy is directly responsible.
- 1.e Management and editing of technical reports on all maintenance issues.
- 1.f Issue of technical reports addressed to the Owner on the management aspects of the maintenance with projections for any repairs (ordinary and/or extraordinary maintenance) as needed in the entire property. The reports shall be issued every four months on a sample that will be made available to the Contractor at the beginning of the work covered by contract. The Owner reserves the right to identify ordinary maintenance priorities to the contractor, bearing in mind the information provided in Art. 5 of the contract.

- 1.g) Interface with the Owner and acting on his behalf on all issues concerning maintenance and relationships with workers and subcontractors.
- 1.h) The following shall be the minimum personnel to be employed (not to be subcontracted) by the contractor for facilities maintenance and cleaning services on the Owner's premises:
- facilities manager  
responsible for physical execution of the maintenance and cleaning program. S/he shall have experience in the management of complex computer-based systems, such as, air conditioning, lights, fire alarm, back-up generators, UPS, elevators and any other equipment usually installed in a commercial building. S/he shall be fluent in both English and Italian languages.
  - assistant facilities manager  
support to the facilities manager in daily routine operations and supervision/organization and housekeeping duties. S/he shall have knowledge of the procedures for maintenance of all the systems and equipment installed in the building. S/he shall be responsible for the supervision of the cleaning crew and the supply of all necessary materials and tools. S/he shall be fluent in both English and Italian languages.
  - groundskeeper  
in charge of the daily care of the outside areas and the inside parking lot. S/he also shall supervise works on the lawn performed by subcontractors. S/he shall be fluent in English language.  
At the discretion of the Facilities Manager the Groundskeeper may be replaced by a licensed subcontractor company specifically hired to provide landscaping services.
  - four janitors/day porters responsible for the daily cleaning of the inside areas.  
The janitors may be also replaced by a licensed subcontractor company specifically hired by the facilities manager and approved by the Owner.
- 1.i) For purposes of illustration and in no way intended to be a complete listing, falling under ordinary maintenance are all civil construction works consisting in repairs, servicing, and any re-construction of weatherproofing, as well as rain ducts or pipes, repairs of flooring, roofing repairs and of cement or plaster walls, repairs of water, hygiene, and electrical systems, servicing and repair of internal and external frames; confined repairs of window and skylight joints; repairs of locks, broken or damaged glass, polishing and repair of marble or terrazzo flooring; confined painting, maintenance of hydraulic and electrical systems, including emergency systems, air conditions; maintenance and confined repair of damage carpeting, maintenance of metal frames, repair of small replacement of joints, ordinary maintenance of the gating (maintenance of rusty or damaged elements with anti-rust treatment and limited repainting), small hauling and furniture moving work.

**2. Maintenance of the elevators**

2.a) Full service maintenance by providing regular checking, cleaning, and repairs and/or replacement of broken parts.

On call service shall be assured 24 hours per day 7 days a week (all holidays included) for all six elevators.

For the dumbwaiters the on call service shall be assured during business operating hours

2.b) This service shall cover the following equipment:

- Elevators n. 1, 2, 3 e 4	INCLUDED	H24/7
- Elevators n. 5 e 6	INCLUDED	H24/7
- 2 Dumbwaiter diplomatic side	INCLUDED	business hours

2.c) Maintenance of elevators exclude those major repairs not qualified as ordinary maintenance.

**3. Maintenance of the mechanical system**

3.a) Full service maintenance by providing all needed labor and operating materials (such as belts, oil, etc.) required to maintain the equipment in the best operating conditions. Any works/repairs needed shall be done during business hours. Periodic checks shall be carried out (as described in the maintenance manuals).

3.b) This service shall cover the following equipment:

- two cooling towers	INCLUDED	business hours
- two 25HP ventilation units	INCLUDED	business hours
- two 30HP ventilation units	INCLUDED	business hours
- two chillers 150 ton	INCLUDED	business hours
- one chillers 20 ton	INCLUDED	business hours
- seven pumps	INCLUDED	business hours
- thirty fan coils type BBK, REX, Z	INCLUDED	business hours
- one heat exchanger	INCLUDED	business hours
- one hundred seventy one VAV boxes	INCLUDED	business hours
- seventeen fan coil units	INCLUDED	business hours
- fourteen wall mounted heaters	INCLUDED	business hours
- six heating units	INCLUDED	business hours
- one DDC Control System	INCLUDED	business hours

3.d) Maintenance of mechanical system excludes those major repairs not qualified as ordinary maintenance.

**4. Maintenance of the electrical and fire alarm systems**

Full service maintenance by providing the following service:

4.a	Replacement of: ballasts, switches, light bulbs etc. 24hours/7 days maintenance	Labor as required. All materials shall be purchased by the Contractor at its sole expense.
4.b	250 KVA electrical generators	Programmed maintenance (as per maintenance manuals)
4.c	UPS	Programmed maintenance (as per maintenance manuals)
4.d	Test of the fire alarm system	INCLUDED Once a year

**5. Maintenance of the outdoor green areas**

5.a)	Mowing the grass and repairs, including curbside as required.	INCLUDED
5.c)	Care of plants and bushes	INCLUDED
5.d)	Care of the grass with application of insecticide, fertilize and weed killer.	INCLUDED
5.e)	Trimming of bushes and pruning of trees.	INCLUDED
5.f)	Pick up of leaves during autumn season as required	INCLUDED
5.g)	Watering of the grass, trees and plants as needed.	INCLUDED

**6. Maintenance of the water system**

6.a)	The maintenance of the water system shall include all parts and shall include small repairs and periodic functional checks.	INCLUDED
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**7. Cleaning service**

- 7.a) Daily cleaning of the building.  
All carpeted areas shall be vacuumed, the trash bins emptied and all reachable horizontal surfaces dusted.  
All hard floored areas shall be cleaned with appropriate detergent soap.
- 7.b) Cleaning and sanitation of bathrooms:  
All bathrooms shall be properly cleaned daily. Toilet paper, hand towels and chemicals will be provided by the Contractor, at its sole expense.

- 7.c) Special services:  
The window glasses and door glasses, inside and outside, at level 1 shall be cleaned monthly.  
The window glasses inside and outside at level 2, 3, 4 shall be cleaned quarterly.  
The atrium and all other spaces at the first floor shall be cleaned daily as required by the Owner.
- 7.d) The internal parking area and the drive-through areas shall be cleaned monthly.  
The snow shall be removed from external inside and outside areas, parking areas and driveways used by pedestrians and vehicles as required.
- 7.e) The glass of the skylight and the curtain walls shall be cleaned quarterly.
- 7.f) When needed two cleaning persons shall be available, upon notice, on Saturdays and Sundays, to provide all necessary assistance to maintain the first floor of the building in the best cleaning conditions.

All cleaning equipment and tools shall be provided by the contractor at its sole expense.

The contractor shall be responsible for moving the trash produced by the daily cleaning to the proper trash bins.