**A.** **Contacts**:

Lessor – Camco Management:

Rob Wolff 617 835-1475

Tom Walker (Bldg. Superintendent) 617 592-6710

Cleaning Company – New England Cleaning Services (NECS):

Marcos 781 890-2000

Lessee - SAO:

Muriel Hodges 617 496-7617

Main number 617 864-8200 (if neither Rob nor Tom are unavailable)

**B.** **Plan for HAZMAT Cleaning:**

Muriel Hodges will be responsible for contacting Camco, who will in turn contact NECS

Tom Walker will meet the NECS HAZMAT cleaning crew on site.

Emergency cleaning services will be covered by Camco in building operating expenses up to a financially manageable limit. Depending on the scope of extra cleaning services requested by SAO, Camco will seek prompt reimbursement from SAO on an ongoing basis for NECS invoices above the projected annual cleaning budget of $51,000.

# C. Procedures for Two Phase Cleaning Services:

Phase 1: Enhanced Cleaning Services (See e-mail attachment)

Phase 2: Contamination Response (See e-mail attachment)