

Maintenance of Premises

Building Maintenance

Under the provisions of the lease at 74 New Montgomery, all maintenance, repair and service responsibilities fall to the building owners (with the exception that we are to maintain the interior walls, ceiling and countertops--i.e., paint and repair as needed).

The lease provides complete janitorial services, including: waste removal, recycling, dusting, vacuuming, mopping, maintaining restroom paper supplies and dispensers, and interior window washing.

If there is a problem with any of the building systems (e.g., electrical, heating, cooling, janitorial services, etc.), please notify the Facilities Help Desk.

The kitchen areas are our responsibility to keep clean. You are responsible for washing your own dishes, wiping up your spills and seeing to it that nothing is left in the refrigerator so long it becomes scary.