

Project: Probation Report and Resource Center
at 124 W. Carmen Lane, Santa Maria
APN: 117-483-018
Folio: 003678
Agent: AK

LEASE AGREEMENT

THIS LEASE AGREEMENT, hereinafter "Agreement" is made by and between the

COUNTY OF SANTA BARBARA, a political
subdivision of the State of California, hereinafter
referred to as "COUNTY,"

and

PHILLIP G. TATE, hereinafter referred to as
"LESSOR,"

with reference to the following:

WHEREAS, LESSOR is the owner of the property and improvements commonly known as 124 West Carmen Lane, Santa Maria, CA ("Property"), also known as Santa Barbara County Assessor Parcel Number 117-483-018, shown as the diagonally slashed area of Exhibit "A", attached hereto and incorporated herein by reference; and

WHEREAS, the Property is improved with a multi-tenant office building, which includes the approximately 7,057 square foot portion to be leased to COUNTY (hereinafter "Premises"), with surrounding grounds and a parking lot immediately adjacent to the Premises; and

WHEREAS, LESSOR and COUNTY desire to enter into this Lease Agreement (hereinafter "Agreement"), for the purpose of leasing the Premises to COUNTY, to be used by COUNTY'S Probation Department, Report and Resource Center (hereinafter "PRRC").

NOW THEREFORE, in consideration of the premises, and the mutual covenants and conditions contained herein, LESSOR and COUNTY agree as follows:

1. **ADMINISTRATION AND ENFORCEMENT**: The provisions of this Agreement shall be administered and enforced for COUNTY by the Director of the General Services Department (hereinafter "Director"), or designee.
2. **LEASED PREMISES**: LESSOR hereby leases to COUNTY and COUNTY hereby takes from LESSOR, the approximately 7,057 square foot office suite, ("Premises"), as shown on Exhibit "B", attached hereto and incorporated herein by reference,
3. **PARKING**: COUNTY shall have non-exclusive use of 27 unreserved parking spaces on the Property. LESSOR shall be responsible for all maintenance and repair of the parking lot.

4. **TERM:** The term ("Term") of this Agreement shall be for a period of approximately FIVE (5) years, commencing upon full execution by the COUNTY Board of Supervisors (hereinafter, "Commencement Date") and terminating June 30, 2019, subject to such provisions for extension and termination as described herein.

5. **OPTIONS TO EXTEND:** Provided COUNTY is in compliance with all terms and conditions of this Agreement, COUNTY is hereby granted two (2) consecutive 5-year options to extend this Agreement from and after the expiration of the then-current term, as follows:

Extension One, 5 years

July 1, 2019 through June 30, 2024.

Extension Two, 5 years

July 1, 2024 through June 30, 2029.

COUNTY may exercise its option to extend by providing written notice to LESSOR at least six months prior to expiration of the Term. Such notice may be provided by the Director, or designee.

6. **RENT:** The monthly base rent for the first year of this Agreement shall be SEVEN THOUSAND SEVEN HUNDRED SIXTY THREE (\$7,763), based on approximately \$1.10 per square foot, per month, including operating costs, payable in advance on the first day of each calendar month during the term of this Agreement. Beginning July 1, 2015, and each subsequent July 1st of each year of the term, rent shall be subject to a 3% increase. Rent due for any period which is for less than one (1) calendar month shall be prorated based upon a thirty (30) day month.

Rent shall commence on September 1, 2014 to give COUNTY approximately two months' free rent to conduct the tenant improvements as further described in Section 11 **TENANT IMPROVEMENTS.**

7. **UTILITIES AND JANITORIAL SERVICES:** LESSOR shall be responsible for payment of water, sewer, trash pick-up, and recycle services to the Property. COUNTY shall be responsible for payment of all other utilities serving the Premises including electricity, gas, and data and telephone service and shall pay all charges when due. Additionally, COUNTY shall arrange and pay for all janitorial services to the Premises.

8. **HOLDING OVER:** Should COUNTY occupy the Premises after expiration of this Agreement, with the expressed or implied consent of LESSOR, such possession shall be construed to be a tenancy from month-to-month and COUNTY shall pay LESSOR for such tenancy at the monthly rate in effect on the expiration date, which is subject to the 3% rent increase as described in Section 6 **RENT.** This month-to-month tenancy may be terminated upon thirty (30) days written notice by LESSOR or COUNTY given at any time during the month.

9. **COUNTY'S USE/RIGHT TO SUBLEASE:** COUNTY shall use and occupy the Premises only for COUNTY's Probation Department or other related COUNTY business or services, or any other legal use which is reasonably comparable thereto, and for no other purpose. COUNTY shall not use or permit the use of the Premises in a manner that is unlawful, creates damage, waste or a nuisance. COUNTY, at its sole discretion shall have the right to sublease space within the Premises to governmental and other agencies which provide services to the public provided COUNTY gives notice to LESSOR of any such sublease along with copies thereof. Said subleases (if any) shall be subject to the terms and conditions of this Agreement.

Other than the foregoing, COUNTY shall not assign this Agreement or sublet the Premises or any portion thereof without the consent of LESSOR, which consent shall not be unreasonably withheld.

10. **NONAPPROPRIATION:** LESSOR understands that monies paid to LESSOR by COUNTY as rent are derived from federal, state, or local sources, including local taxes, and are subject to curtailment, reduction, or cancellation by government agencies or sources beyond the control of COUNTY. COUNTY shall have the right to terminate this Agreement during the Term or the renewal term in the event that such curtailment, reduction, or cancellation occurs, provided that COUNTY has used its best efforts to obtain appropriations to fulfill its obligations under this Agreement. Termination shall be effective upon the expiration of six (6) calendar months after the termination notice is delivered by COUNTY to LESSOR, and the liability of the parties hereunder for further performance under the terms of the Agreement, except as otherwise set forth in this Section and in Section 21, **INDEMNIFICATION**, herein below, shall thereupon cease, but neither party shall be relieved of their duty to perform their obligations up to the date of termination or that are intended to survive the termination.

11. **TENANT IMPROVEMENTS:**

a. **General Provisions.** COUNTY and LESSOR agree that COUNTY will conduct tenant improvements to the Premises according to the proposed plans, drawings, or specifications attached hereto as Exhibit "C" (hereinafter "Proposed Plans"). LESSOR agrees to provide the cost for painting the interior portions of the building in the amount not to exceed five thousand dollars (\$5,000). COUNTY will advance the cost for painting, and LESSOR shall credit such cost by providing COUNTY credit toward monthly rent until paid in full. All tenant improvements must conform to: (1) Proposed Floor Plans; (2) the City of Santa Maria Building Code; and (3) any permit(s) issued by the City of Santa Maria or other applicable regulatory agency.

b. **County's Communication System.** COUNTY shall independently contract to install and maintain voice and data communication systems within the Premises to COUNTY standards. COUNTY shall pay the cost of all equipment, installation, maintenance, and monthly charges for said internal systems. All voice and data communication equipment and wiring installed by COUNTY shall be the property of COUNTY.

c. **Ownership of Tenant Improvements.** Upon termination of this Agreement and/or vacation of the Premises by COUNTY, all tenant improvements and alterations made by COUNTY in accordance with the provisions of this Agreement shall remain the property of the LESSOR and COUNTY shall relinquish possession with all such improvements in good condition and repair with only normal wear and tear.

12. **FIXTURES:** The parties agree that all improvements to, or fixtures on, the Premises, made or added by either party, except trade fixtures added by COUNTY that may be removed as hereinafter provided, shall be and become the property of LESSOR upon their being affixed or added to the Premises. Upon expiration or termination of this Agreement, COUNTY may remove such trade fixtures as it shall have affixed or added to the Premises (if any) at its expense which may be removed without damage to the Premises.

13. **ALTERATIONS:** COUNTY agrees that, except for the tenant improvements completed according to the Proposed Plans, no alterations, improvements, or any construction within the Premises will be made without the prior written consent of the LESSOR which consent shall not be unreasonably withheld provided the alteration or improvement is consistent with the design and long term use of the Property. LESSOR reserves the right to post notices of non-responsibility on the Premises.

In the event COUNTY desires alterations or improvements made to the Premises, LESSOR shall have the option to make the alterations or improvements or grant COUNTY the right to make the alterations or improvements under LESSOR's approval. If LESSOR consents to making the alterations or improvements, LESSOR shall provide a price and timetable for all such work requested. Approval by COUNTY of the requested work may be granted by the Director, or designee. In the event LESSOR undertakes the alteration, LESSOR shall, to the extent required by law, comply with all provisions of public contract law, and Section 31, PREVAILING WAGE RATES, hereof. Payment by COUNTY for alterations shall be made within thirty (30) days following COUNTY'S inspection and acceptance of the alteration.

14. **SIGNS:** LESSOR shall allow COUNTY to install reasonable signage on the Property and Premises, at COUNTY'S sole cost and expense provided such signage complies with all applicable city and county requirements. COUNTY shall remove all signage at its sole cost and expense upon termination of this Agreement.

15. **PROPERTY SUPPLIED BY COUNTY:** It is understood and agreed that COUNTY may install additional equipment and systems, such as, but not limited to: security, water purification, data, and telephones, as well as using and installing lateral files that are required to be installed with anchors into the building walls in order to comply with safety standards. COUNTY shall pay the cost of all equipment, installation, maintenance, and monthly charges for such internal systems. All such equipment and systems shall remain the property of COUNTY and shall be removed by COUNTY upon termination of this Agreement. COUNTY shall restore all walls to their condition at occupancy, reasonable wear and tear excepted.

16. **MAINTENANCE AND REPAIR:**

a. LESSOR shall warranty the condition of the Premises, including but not limited to all pre-existing conditions, against all defects in labor and materials and shall promptly, upon notice from COUNTY, remedy any defects. LESSOR shall not, however, be required to remedy damage caused by misuse, negligence or misconduct of COUNTY, its agents, officers, employees, or clients or to the extent that COUNTY modifies or alters any system, fixture or equipment. LESSOR'S timetable for making repairs and COUNTY'S remedies for failure shall be in accordance with Subsection b,i, LESSOR'S Responsibilities below.

b. **Shared Maintenance and Repair.** LESSOR and COUNTY agree to perform maintenance and repair to the Premises and appurtenances as said responsibilities are set forth in Exhibit "D", attached hereto and incorporated herein by reference.

i. **LESSOR'S Responsibilities:** Throughout the term of this Agreement, LESSOR shall maintain all mains, wires (other than wiring installed by COUNTY), and cables to the Premises. LESSOR will contract and pay all charges for maintenance of the heating, ventilation and air conditioning equipment (HVAC), the roof and structural

elements of the Property as well as all exterior plumbing, electricity and utility systems, all exterior surfaces, landscaped areas and parking lot (COUNTY shall maintain and repair all wiring and cabling installed by COUNTY). LESSOR shall retain qualified service providers to perform regular maintenance on such systems as LESSOR reasonably determines to be necessary or appropriate to maintain the Property in good condition and repair.

LESSOR shall keep the Premises in good order and repair as LESSOR'S responsibilities are set forth herein Exhibit "D". LESSOR shall, upon receipt of notice from COUNTY that maintenance or repair work is required, perform or cause to be performed such maintenance, and repair work in a competent, expeditious, and workman-like manner and in such a way as to cause the least inconvenience and disruption to COUNTY as may be commercially practicable.

LESSOR shall have ten (10) days after notice from COUNTY to make repairs and/or provide maintenance pursuant to this Section, except that LESSOR shall make repairs within one (1) workday if the nature of the problem presents a hazard or emergency. If LESSOR does not make repairs within the time limits specified, COUNTY may make such repairs and LESSOR shall reimburse COUNTY for the cost thereof.

ii. COUNTY'S Responsibilities: COUNTY, through its Probation Department shall, at its sole cost and expense, keep and maintain in good condition and repair the interior of the Premises and those items listed as COUNTY'S responsibility in Exhibit "D". Upon termination or expiration of this Agreement, COUNTY will return the Premises to LESSOR, with those items in good order, reasonable wear and tear excepted.

c. To the extent that there is conflict between this Section and Exhibit "D", Exhibit "D" shall prevail.

17. AMENDMENTS: This Agreement may be amended by written consent of both parties. Said amendments, once fully executed, shall be binding upon heirs, successors, and assigns of all parties hereto.

18. NONDISCRIMINATION: LESSOR and COUNTY in their respective operations to be conducted pursuant to the provisions of this Agreement, will not discriminate or permit discrimination against any person or class of persons by reason of race, color, creed, religion, ancestry, age, sex, or national origin in any manner prohibited by the laws of the United States, the State of California, or COUNTY ordinance.

Noncompliance with provisions of this article shall constitute a material breach hereof and in addition to any other remedies provided by law, COUNTY shall have the right to terminate this Agreement and the interest hereby created without liability therefor.

19. QUIET ENJOYMENT: LESSOR covenants that COUNTY, on performing the provisions of this Agreement, shall have peaceable and quiet enjoyment of the Premises. LESSOR further covenants that it will not deliberately interfere or permit others acting subsequently through or under LESSOR to deliberately interfere with COUNTY'S peaceful possession or use of the Premises.

20. **NOTICES:** Except where otherwise specifically provided, all notices under this Agreement and in connection herewith and all statements shall be addressed and delivered as follows:

COUNTY: County of Santa Barbara
 Probation Department
 2121 S. Centerpointe Parkway
 Santa Maria, CA 93455-6139
 Attn: PRRC Program Manager
 (805) 737-7746

with a copy to:

County of Santa Barbara
 General Services Dept./Support Services Div.
 1105 Santa Barbara St., 2nd Floor, East Wing
 Santa Barbara, CA 93101
 Attn: Real Property Manager
 (805) 568-3065

LESSOR: Phillip G. Tate
 P.O. Box 2369
 Nipomo, CA 93444
 (805) 801-2060

or at such other address as the respective party may designate in writing. Any notice may be given by use of the United States postage prepaid certified mail, overnight courier, email if receipt is confirmed or by personal delivery. The date of mailing, or in the event of personal delivery the date of delivery, or in the case of email, the date receipt is confirmed, shall constitute the date of service.

21. **INDEMNIFICATION:** The COUNTY shall defend, indemnify, and hold LESSOR, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of COUNTY, its officers, employees or agents.

LESSOR shall defend, indemnify, and hold COUNTY, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of LESSOR, its officers, employees or agents.

22. **JOINT WAIVER OF SUBROGATION RIGHTS: LESSOR and COUNTY:** COUNTY and LESSOR agree that insurance carried or required to be carried by either of them against loss or damage to property by fire, flood, earthquake, acts of terrorism, acts of war, or other casualty shall contain a clause whereby the insurer waives its right to subrogation against the other party, its elected officials, directors, employees, volunteers, and agents, and each party shall

indemnify the other against any loss or expense, including reasonable attorneys' fees, resulting from the failure to obtain such waiver.

23. **LESSOR'S INSURANCE OBLIGATION:** LESSOR shall maintain adequate property insurance for the Property and the Premises throughout this Agreement.

24. **INSURANCE:** COUNTY shall maintain Workers' Compensation Insurance with statutory limits.

COUNTY is self-insured for General and Automobile Liability up to \$500,000 and shall maintain excess insurance coverage above \$500,000.

COUNTY will provide \$1,000,000 general liability insurance and an additional insured endorsement naming the LESSOR on its policy.

25. **TAXES AND ASSESSMENTS:** LESSOR shall pay and discharge all property taxes and assessments, including special assessments, if any, levied upon the Property and/or Premises during the term of this Agreement, or any extension thereof.

26. **DEFAULT:** Except as otherwise specified herein, should either party at any time be in default hereunder with respect to any material covenant contained herein, the non-defaulting party shall give notice to the defaulting party specifying the particulars of the default and the defaulting party shall promptly commence remedial action to cure the default. Should such default continue uncured for a period of twenty-one (21) calendar days from such notice, then this Agreement shall terminate at the option of the non-defaulting party unless the cure of such default shall reasonably take more than twenty-one (21) calendar days in which case the defaulting party shall proceed with all due speed to cure the default and shall have a reasonable time to effectuate its cure.

27. **REMEDIES:** In the event of a default or breach by either party, the non-defaulting party may, subject to Section 26 **DEFAULT** above, exercise any right or remedy at law or in equity which such non-defaulting party may have by reason of such default or breach including but not limited to the following:

a. The non-defaulting party may waive the default or breach in accordance with Section 28, **WAIVER**, herein below.

b. The non-defaulting party may maintain this Agreement in full force and effect and recover whatever monetary loss(es) may have resulted from such default or breach.

c. Where COUNTY is the non-defaulting party, COUNTY may terminate this Agreement and surrender possession.

d. Where LESSOR is the non-defaulting party, LESSOR may terminate this Agreement.

e. In the event of termination by either party, the rights and obligations of the parties shall cease and terminate.

28. **WAIVER:** It is further understood and agreed that any waiver, express or implied, of any breach of any term of this Agreement shall not be a waiver of any subsequent breach of a like or any other provision of this Agreement.

29. **TERMINATION:** This Agreement shall terminate and all rights of COUNTY shall cease and COUNTY shall quietly and peacefully deliver to LESSOR, possession and interest in the Premises and upon such delivery, shall be relieved of all future liability:

- a. At the expiration of the term as provided in Section 4, **TERM;**
- b. Upon termination of funding as stated in Section 10, **NONAPPROPRIATION;**
- c. Upon discrimination by LESSOR in violation of Section 18, **NONDISCRIMINATION;**
- d. Upon the failure of either party to satisfy, observe, or perform any of the covenants, conditions, or reservations set forth in this Agreement and the expiration of the cure period as provided in Section 26, **DEFAULT;** or
- e. Upon the total destruction of the Premises, as provided in Section 32, **DESTRUCTION OF THE PREMISES.**

30. **ABANDONMENT:** COUNTY shall not vacate or abandon the Premises at any time during the term of this Agreement and if COUNTY shall abandon, vacate, or surrender said Premises, any personal property belonging to COUNTY and left on the Premises more than thirty (30) days after termination of this Agreement shall be deemed abandoned, at the option of the LESSOR.

31. **PREVAILING WAGE RATES:** Rates of Wages, including overtime, holiday and Sunday rates provided for construction work on the Premises as requested by, or completed on behalf of, COUNTY may be subject to California Labor Code, Sections 1770 et. seq., as amended. If so required, LESSOR shall, if it hires any employees after the Commencement Date of this Agreement to work at the Property, pay no less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. A copy of the prevailing rate of per diem wages is on file at the office of the General Services Department.

32. **DESTRUCTION OF THE PREMISES:** If the Premises are totally destroyed by fire or any other cause, this Agreement, at the option of COUNTY, shall terminate.

If a loss renders any portion of the Premises unusable, COUNTY may choose to remain or may terminate this Agreement by written notice to LESSOR. Should COUNTY choose to remain, LESSOR shall promptly repair the Premises within ninety (90) days of the casualty.

If COUNTY remains in possession of the Premises despite partial destruction, the rent provided in this Agreement shall be reduced by the same percentage that usable floor space has been reduced until the destroyed portion is rebuilt to its condition prior to the casualty.

33. **OBLIGATIONS TO SECURED LENDER/FORECLOSURE:** In case of a foreclosure or other proceeding by which the lender or its successor takes title to the Premises, COUNTY will

accept the lender or its successor as the lawful landlord in place of LESSOR. COUNTY shall provide such estoppel or attornment certificates as the lender, or successor, may require, without subordination of this Agreement.

34. **CAPTIONS:** The title on headings to the sections of this Agreement are not a part of this Agreement, and shall have no effect upon the construction or interpretation of any part hereof.

35. **SEVERABILITY:** If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

36. **SUCCESSORS IN INTEREST:** This Agreement shall bind and inure to the benefit of the parties hereto, their respective personal representatives, heirs, successors in interest, and assigns.

37. **SUPERVISOR APPROVAL:** COUNTY'S and LESSOR'S obligations hereunder are expressly contingent upon the formal approval of this Agreement by the Santa Barbara County Board of Supervisors.

38. **EXECUTION IN COUNTERPARTS:** This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

39. **FACSIMILE/ELECTRONICALLY TRANSMITTED SIGNATURES:** In the event that the parties hereto utilize facsimile transmitted documents or electronically transmitted documents which include signatures, such documents shall be accepted as if they bore original signatures provided that documents bearing ORIGINAL SIGNATURES are provided within seventy-two (72) hours of transmission; however, funds shall not be released nor shall documents be accepted for recordation by the Clerk Recorder of the County until such documents bearing original signatures are received by COUNTY.

40. **CERTIFICATION OF SIGNATORY:** The signatories of this Agreement and each of them represent and warrant that they are authorized to execute this Agreement and that no additional signatures are required to bind COUNTY and LESSOR to its terms and conditions or to carry out duties contemplated herein.

Project: Probation Report and Resource Center
at 124 W. Carmen Lane, Santa Maria
APN: 117-483-018
Folio: 003678
Agent: AK

IN WITNESS WHEREOF, COUNTY and LESSOR have executed this Agreement to be effective on the date executed by COUNTY.

"COUNTY"
COUNTY OF SANTA BARBARA

ATTEST:
MONA MIYASATO
CLERK OF THE BOARD

Supervisor Steve Lavagnino
Chair, Board of Supervisors

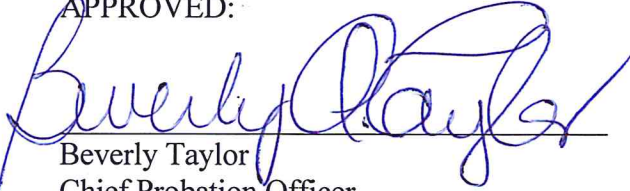
By: _____
Deputy Clerk

Date: _____

"LESSOR"
PHILLIP G. TATE

By: (see next page)

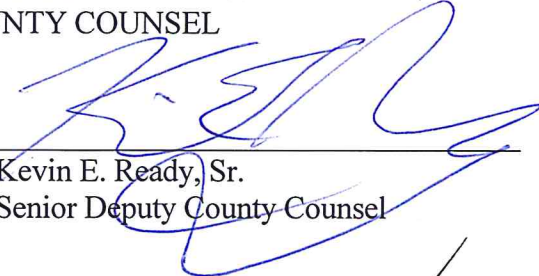
APPROVED:


Beverly Taylor
Chief Probation Officer


APPROVED:


Matthew P. Pontes
Director of General Services

APPROVED AS TO FORM:
MICHAEL C. GHIZZONI
COUNTY COUNSEL

By: 
Kevin E. Ready, Sr.
Senior Deputy County Counsel


APPROVED AS TO FORM:
ROBERT W. GEIS, CPA
AUDITOR-CONTROLLER

By: 
Deputy Auditor-Controller

APPROVED:


Don Grady, Esq.
Real Property Manager

APPROVED:


Ray Aromatorio, A.R.M., A.I.C.
Risk Program Administrator

Project: Probation Report and Resource Center
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COUNTY OF SANTA BARBARA

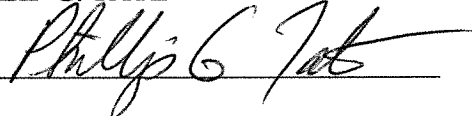
ATTEST:
MONA MIYASATO
CLERK OF THE BOARD

Supervisor Steve Lavagnino
Chair, Board of Supervisors

By: _____
Deputy Clerk

Date: _____

"LESSOR"
PHILLIP G. TATE

By: 

APPROVED:

APPROVED:

Beverly Taylor
Chief Probation Officer

Matthew P. Pontes
Director of General Services

APPROVED AS TO FORM:
MICHAEL C. GHIZZONI
COUNTY COUNSEL

APPROVED AS TO FORM:
ROBERT W. GEIS, CPA
AUDITOR-CONTROLLER

By: _____
Kevin E. Ready, Sr.
Senior Deputy County Counsel

By: _____
Deputy Auditor-Controller

APPROVED:

APPROVED:

Don Grady, Esq.
Real Property Manager

Ray Aromatorio, A.R.M., A.I.C.
Risk Program Administrator

Exhibit "A"

The Property

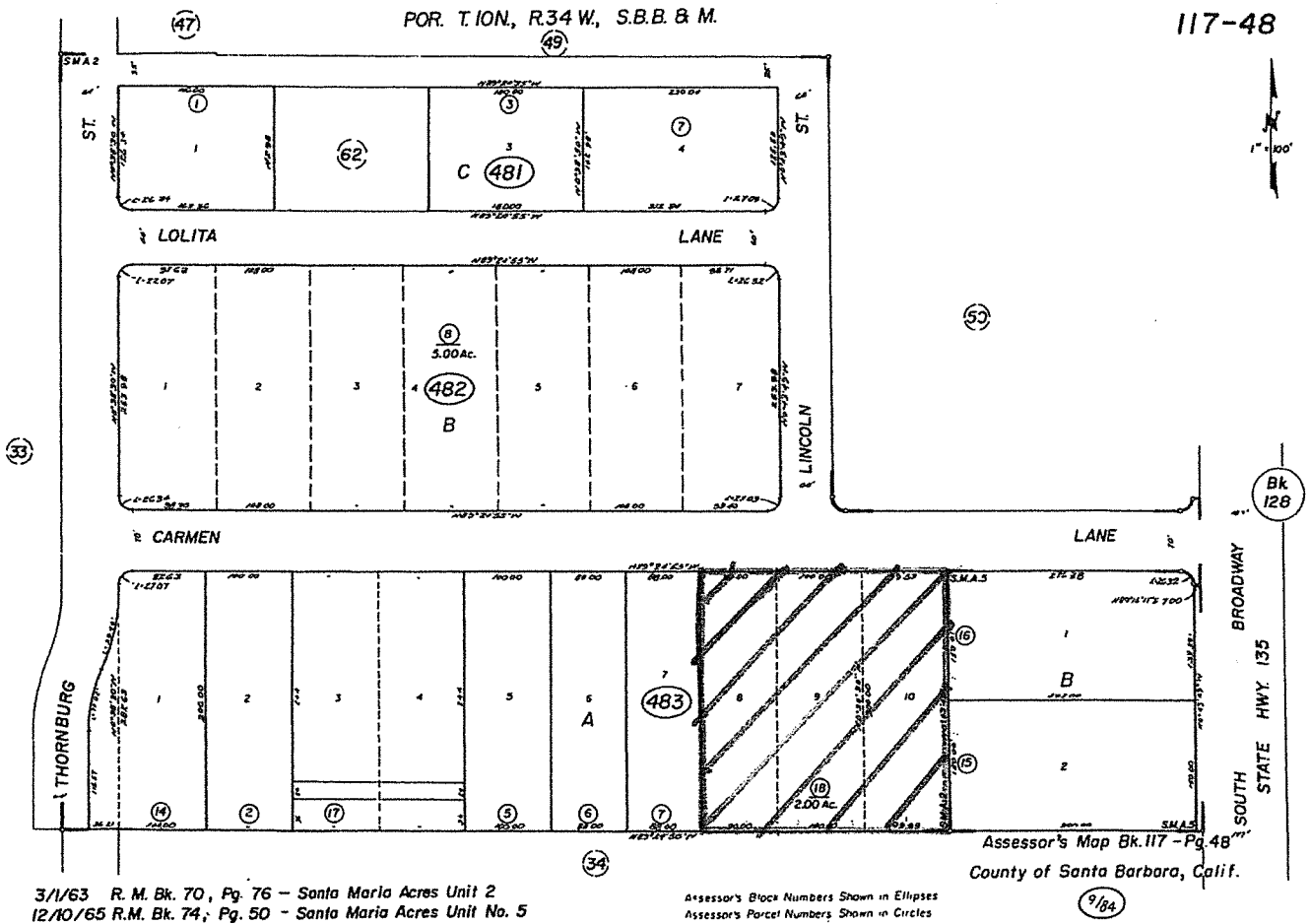
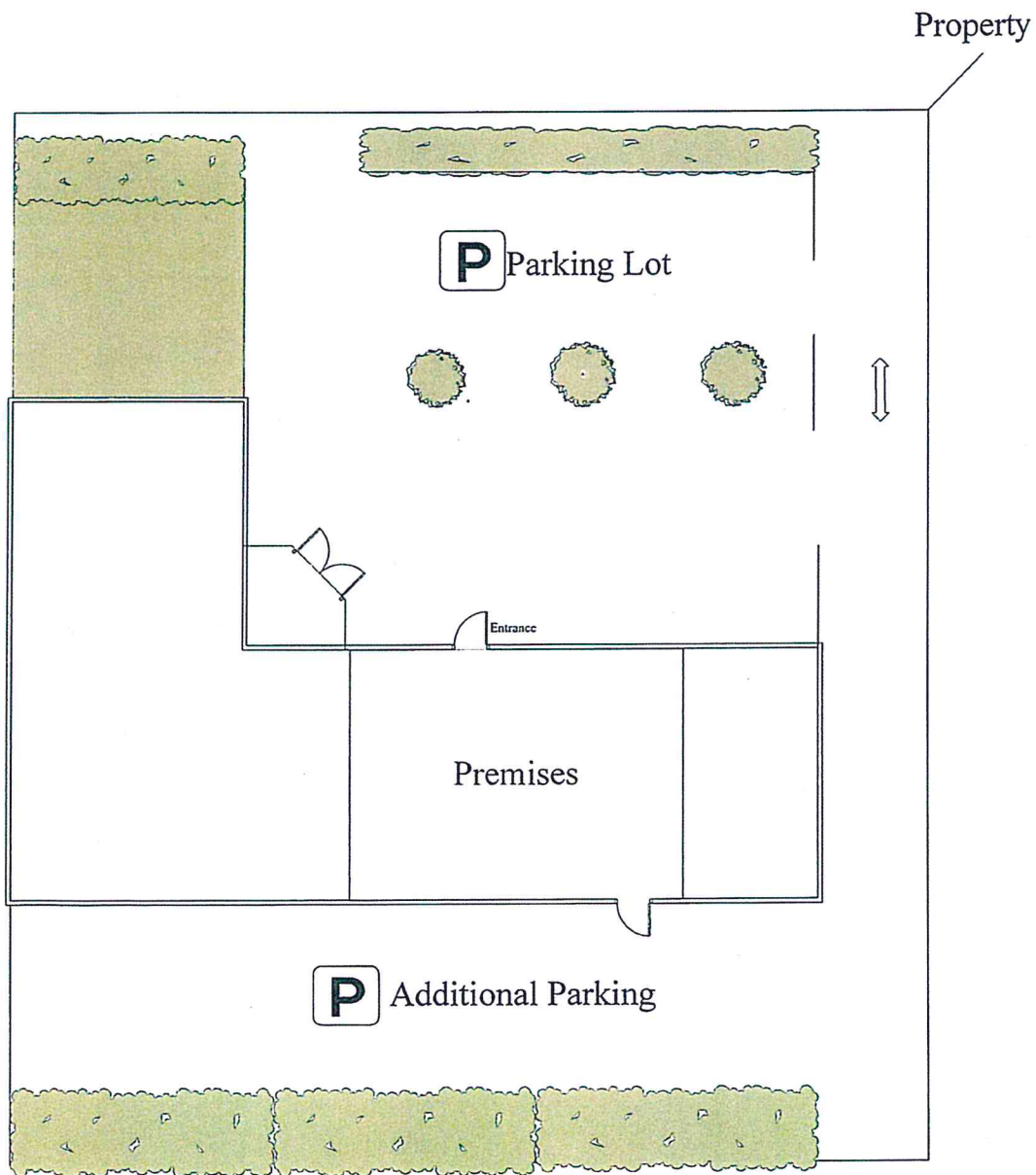


Exhibit "B"
Leased Premises



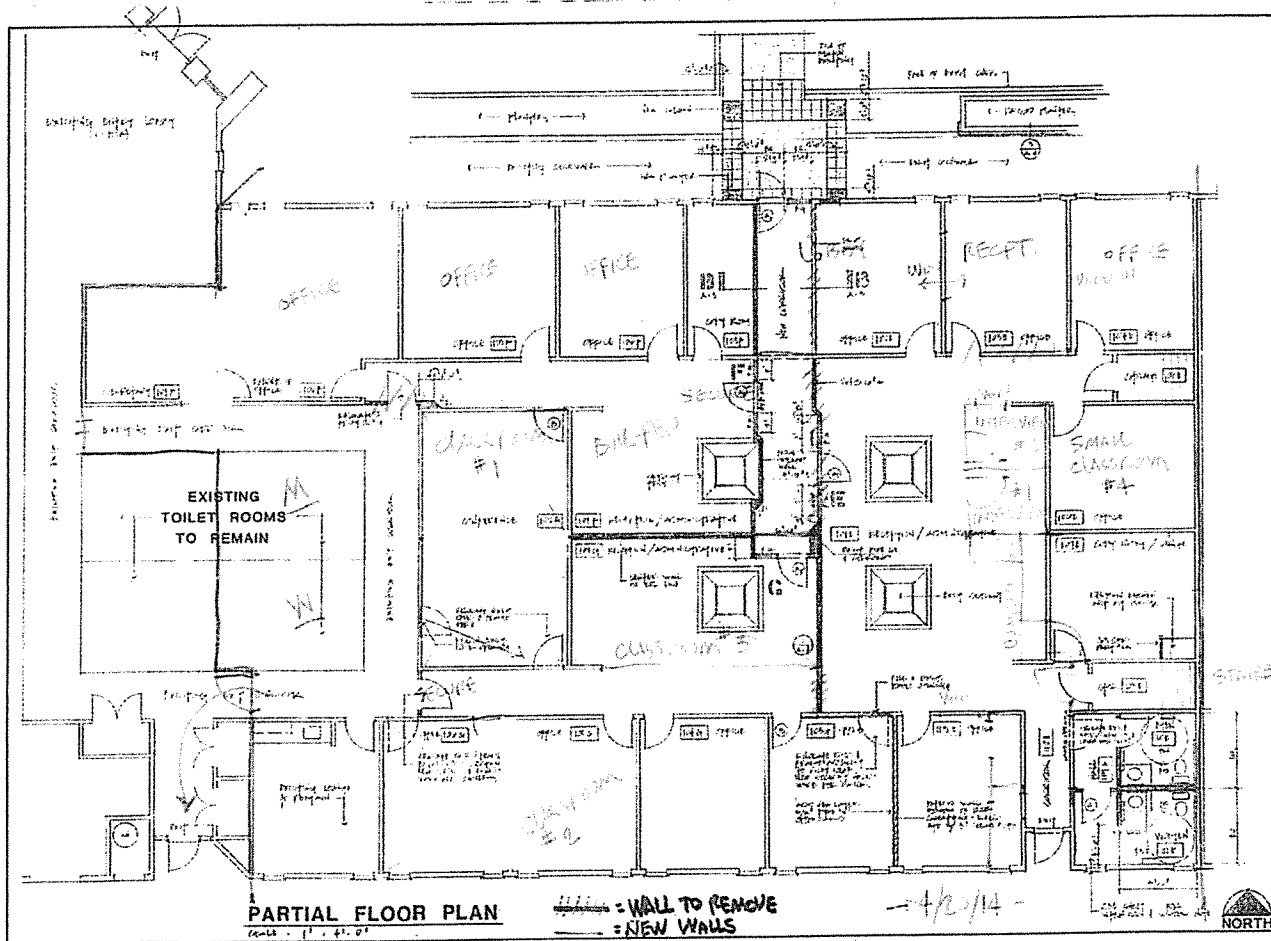
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EXHIBIT "D"
MAINTENANCE AND REPAIR RESPONSIBILITIES

ITEM NO.	ITEM	NOT APPLICABLE	COUNTY	LESSOR
1. Building Exterior				
	Repair Walls			X
	Painted Surfaces			X
	Door and Window Trim			X
	Doors, Hardware			X
	Windows: Hardware and Screens			X
	Locks		X	
	Roof			X
	Rain Gutters	X		
	Flashing			X
	Down Spouts			X
	Lighting			
	Bulbs			X
	Fixtures			X
	Transformers			X
	Fluorescent Lights			X
	Ballast			X
	Handrails			X
	Signs (County Designation)		X	
	Timers			X
	Gutters	X		
	Decking Walkways			X
	Exterior Patios	X		
	Decking (Overdecking on roof top area)			X
	Water Softener, Filter and Conditioner		X	
	Stairs	X		
	Roof Drains			X
	Gates	X		
	Gas/Water Lines			X
	Elect. Lines			X
	Phone/ Computer Lines		X	
	Sewer Lines			X

ITEM NO.	ITEM	NOT APPLICABLE	COUNTY	LESSOR
2. Building Interior				
	Repair Walls		X	
	Painted Surfaces		X	
	Doors, Hardware		X	
	Locks		X	
	General Cleaning		X	
	Floor, Sweeping and Cleaning		X	
	Carpet, Vacuum and Cleaning		X	
	Window Coverings		X	
	Lighting		X	
	Bulbs		X	
	Fixtures		X	
	Transformers			X
	Fluorescent Lights		X	
	Ballast			X
	Handrails (ADA)		X	
	Signs		X	
	Timers		X	
	Drinking Fountains		X	
	Ceiling		X	
	Showers		X	
	Toilet/Urinals (Replacement)		X	
	Toilet/Urinals (Maintenance)		X	
	Sink & Faucets (Replacement)		X	
	Sink & Faucets (Maintenance)		X	
	Gas Lines			X
	Water Lines			X
	Sewer Lines/Drains/Blockages		X	
	Phone Lines & Jacks		X	
	Computer Lines & Jacks		X	
	T.V. Cable & Jacks	X		
	Phones		X	
	Towel Racks		X	

ITEM NO.	ITEM	NOT APPLICABLE	COUNTY	LESSOR
	Garbage Disposal		X	
	Refrigerator/ Microwave		X	
	Stove		X	
	Counter Tops, replacement		X	
	Cabinets, replacement		X	
	Dish Washer	X		
	Trash Compactor	X		
3. Grounds				
	Drinking Fountains	X		
	Mail Boxes			X
	Fences			X
	Trash Bins			X
	Trash Enclosures			X
	Bike Racks	X		
	Signs (County)		X	
	Litter Pick-up			X
	Lighting			
	Parking Lot			X
	Driveways	X		
	Walkways			X
	Timers (external)	X		
	Timers (internal)			X
	Signs	X		
	Cleaning, Sidewalks, Walkways, Parking Lot			X
4. Landscaping				
	Trees			X
	Shrubs			X
	Flowers			X
	Lawn			X

ITEM NO.	ITEM	NOT APPLICABLE	COUNTY	LESSOR
	Watering			X
	Sprinkler, Repair and Replace			X
	Headers			X
	Rodent/Pest			X
	Seeding			X
	Fertilizer			X
	Plant Trimming			X
	Plant Removal			X
	Plant Replacement			X
	Tree Care & Trimming			X
5. Mechanical Systems				
	Electrical Panels, Breaker, Interior			X
	Electrical Fuses, Interior	X		
	Electrical Receptacle, Switches, Interior		X	
	Electrical Central Switches	X		
	Elevator	X		
	Heating			X
	Air Conditioning			X
	Water Heater			X
6. Roadways/Parking Lots Repair & Maintenance				
	Striping			X
	Handicap Signage			X
	Asphalt Surface, Curbing			X
	Cement Surface, Curbing			X
	Wheel Stops			X
	Drainage			X
	Signs	X		

ITEM NO.	ITEM	NOT APPLICABLE	COUNTY	LESSOR
7. Fire Equipment				
	Sprinklers			X
	Hoses			X
	Extinguisher (interior)		X	
	Alarm Systems			X
	Smoke Detectors		X	
8. Other Items				
	Paper supplies, dispensers, waste containers, soap in restrooms and kitchens		X	
	Interior janitorial products and services		X	
	Interior Floor Waxing, Sweeping		X	
	Window Washing (interior & exterior)		X	
	Exterior sweeping entry, sidewalks and walkways			X
	Janitorial service for public areas or common use areas	X		
	Broken window glass or door glass		X	
	Refuse, Rubbish and Garbage Disposal			X
	Cleaning Storage Rooms, Utility Rooms			X
	Exterminating			X
	Carpet Replacement, Linoleum Replacement, and/or Tile Replacement		X	
	Lawn mower, repair and maintenance	X		
	Building Foundation			X
	Flooring (wood & concrete)	X		
	Utility mains & appurtenances			X