

# Tenney Handbook

## Additional Services

For services not listed above, there may be an additional charge to the tenant. If you have any questions about what services are included in your lease, please call our office. Charges will reflect the cost of materials and labor. Some examples of additional services are described below.

**Window washing** of the exterior and interior windows is performed once per year. Additional interior window washing may be requested at any time and will be charged to the tenant. Due to the nature of exterior window washing, it is not practical to schedule intermediate exterior washings.

**Carpet cleaning** can be performed by our staff and billed to the tenant as the lease permits. The charge reflects the cost of materials and labor.

**Maintenance of tile floors**, including stripping, coating and buffing, will be billed to the tenant. The charge reflects the costs of materials and labor.

**Light bulb replacements** are performed by ULI staff and billed to the tenant as the lease permits. There is a minimum labor charge plus materials and recycling fees for light bulb replacements.