

**APPENDIX A.1 – RESPONSIBILITIES MATRIX**

<b>Responsibility</b>	<b>OPERATOR</b>	<b>CITY</b>	<b>NOTES</b>
Space Allocation			
Tenant Selection			
Leasing and Tenant Management			
Public Programming			
Facility Rentals			
Administrative Policies and Procedures			
Marketing			
Stakeholder Engagement			
Telephone Charges			
Public Safety in Building			
Utilities			
Property Taxes			
Sales Taxes			
Snow and Ice Removal			
Trash/Extermination			

**APPENDIX A.2 – MAINTENANCE AND CAPITAL IMPROVEMENTS MATRIX**

ITEMS	CLEAN, ADJUST, SERVICES & INSPECT	REPAIR	REPLACE
<b>1. JANITORIAL SERVICES</b>			
Public restrooms			
All supplies			
Towel dispensers			
Tissue and paper dispensers			
Soap dispensers			
Public areas			
Archaeology space			
<b>2. SECURITY SYSTEM</b>			
<b>3. STRUCTURE</b>			
Exterior finishes			
Exterior vents & flues			
Structural integrity			
Concrete floors			
Exterior Damage			
<b>4. DOORS &amp; WINDOWS</b>			
Interior (non-mechanical)			
Interior (mechanical)			
Exterior (all)			
Studio/non-City tenant locks			
Exterior locks			
Blinds/shades			
<b>5. CEILING</b>			
Structural			

Studio/non-City tenant space			
<b>6. MECHANICAL EQUIPMENT</b>			
HVAC			
Fans/motors/pumps			
Exhaust system and ducts (studio/non-City tenant)			
<b>7. ELEVATORS</b>			
<b>8. FLOOD GATES</b>			
<b>9. ELECTRICAL</b>			
Building supply			
Electric panels			
Switches and breakers			
Indoor ballast			
Indoor lamps and tubes			
Outdoor ballast and lamps			
Wiring outlets			
<b>10. FIRE ALARM</b>			
Smoke Detection System			
Sprinkler System			
<b>11. PAINTING</b>			
Exterior			
Studio/tenant façade & corridor			
Partitions			
<b>12. CARPET/VINYL STAIR TREADS</b>			
<b>13. GARAGE DOOR</b>			

<b>14. TELEPHONE EQUIPMENT</b>			
<b>15. SIGNS &amp; BANNERS</b>			
Indoor			
Outdoor			
<b>16. ROOF/WATERPROOFING</b>			
Gutter, drains, downspouts			
Roof & flashing			
Exterior walls & foundations			
Caulking			
Storm water drainage			
<b>17. PLUMBING</b>			
Pipes & drains inside building			
Pipes & drains outside building			
Sinks, basins & water fountains			
Sewage stoppage inside building			
Sewage stoppage outside building			
Main water service			
<b>18. BAY SCALE</b>			
<b>19. KITCHEN &amp; RELATED EQUIPMENT</b>			