

Appendix A  
 Responsibility Matrix of Facility Related Services  
 The City and County of Denver (City), Contractor is The Salvation Army (TSA)

	<i>Responsible Party</i>
Xcel Electric/Gas/Steam	City
Denver Water	City
Wastewater/Storm Sewer	City
Janitorial (incl. janitorial supplies/placing trash in dumpsters)	Contractor
Exterior litter pickup (including all pet relief)	Contractor
Common Areas Appliance Maintenance - (e.g., kitchen equipment, hood, washer/dryers, etc.)	City
Fire System (sprinklers, inspections)	City
Fire Alarm Monitoring & Fire Phone Line	City
Smoke and CO detectors	City
Fire Extinguishers (inspections)	City
Security System hardware other than cameras/software, if applicable	Contractor
Security System Monitoring, if applicable	Contractor
Security System Phone Line, if applicable	City
Security Cameras, if applicable	Contractor
Security Patrol, if applicable	Contractor
Stationary Security Guard, if applicable	Contractor
Telecom – Land Lines, if applicable	City
Telecom – Cable TV	Contractor
Telecom – Wi-Fi – Main Areas	City
Telecom – Wi-Fi – Service Provider Offices	City/Contractor – TSA can put in their own system for use in office areas at their own expense.
Mechanical (HVAC) Maintenance	City
Electrical Maintenance incl. generator, transformer, if any	City
Plumbing/Sewer (fixtures, drains, pipes)	City (structural or mechanical maintenance or replacement)
Elevators	City
Minor maintenance (i.e., plugged toilets, cleaning common area floors, changing light bulbs, any other repairs not involving specialized tools)	Contractor
Fence Maintenance and Repair, if applicable	City

PTAC Units	N/A
Interior Lighting (bulbs/ballasts) requiring specialized equipment, ladders or lifts	City
Interior Lighting – all other bulb replacements	Contractor
Pest Control and Bed Bug Treatments	Contractor
Appliance Service and Repairs	<p>TSA will not repair or replace appliances such as: fridges, microwaves, coffee makers, TVs, or hotplates, if applicable. HOST may replace these items based on availability of funding.</p> <p>TSA will maintain the common areas.</p> <p>TSA will maintain their own appliances owned, if any.</p> <p>City will maintain kitchen appliances.</p>
Trash Hauling from Dumpsters (regular ongoing, not excess)	City
Snow Removal – sidewalks, walkways, and entries	Contractor
Snow Removal – parking lot	Contractor
Landscaping & Irrigation; if applicable	City
Parking Lot Repair and Maintenance	City
Sidewalk Concrete Repair and Maintenance	City
Exterior lighting (pole lighting)	City
Windows and doors	City
Structural and roof	City
Gutters and downspouts	City
Storage Containers Cleaning and Basic Maintenance, if applicable	City/Contractor – (falls to whomever purchased/leased the boxes)
Damages caused by Contractor's invitees	Contractor
Other services not delineated in the agreement	Contractor

\*Unless damage is caused by TSA or its invitees (any animal that belongs to an invitee, if any), in which case TSA pays for repair.