

EXHIBIT A

Kmart Corporation
Financial Reporting Department
Procedure Manual

62250 Exterior Maintenance

4-digit #: 6700

Statement Classification: Occupancy Expense / Occupancy Maintenance Expense

Overview

This account is charged for the costs of exterior maintenance at KRC and the DC's. Store maintenance expenses are charge to account 62170, Maintenance and Repair. Interior maintenance at KRC is charged to account 62230.

Feeder Systems

A/P Processed invoices debit this account.

ERR/ERV Error Resolution entries. A/P items that have any error that prevents processing (bad DUNS number, invoice exceeds maximum control amount, etc.) are written to an error resolution file. An entry is made to debit the expense, purchase account, etc. and credit payables each week to accrue the item as long as it's in error resolution. When the problem is corrected, the item will drop out of the error resolution file and post as usual through the A/P feeder. ERR entries reverse the following week as ERV entries.

Mass Allocations

None

Other Entries

USK Facilities Management posts USK entries to accrue invoices not yet posted through A/P and make other adjustments and corrections as needed.

WHB The DC's prepare their own entries to record payments by cash or through their checking account and send them to KIH for posting, debiting this account.

Processing Procedures

Normal expense approval and A/P invoice processing procedures.

Account Reconciliation

None prepared.

Related Accounts

<u>4-digit</u>	<u>5-digit</u>	
5491	62170	Maintenance and Repair
6699	62230	Interior Maintenance

Knowledgeable Parties (at revision date)

Ed Kendziuk, Dir. Bldg. Op. 35331

*****IMPORTANT*****

Facility Management Reminder

September 27, 2005

RE: Snow Removal Arrangements – Landscaping Protection

Ladies and Gentlemen:

If you have not already done so, NOW is the time to make arrangements for snowplowing and snow removal where necessary for the coming winter.

Action Required by Store Coaches

Gross Lease Stores- Landlord is Responsible

Make sure you know who the Landlord has under contract or agreement to plow and remove snow. Know who to contact and how to contact when snowplowing or snow removal is necessary. Use the Landlord Snow Removal form to send to your stores to find out who the Landlord's contractors is when this applies.

Stores with Semi-Gross and Net Leases

Obtain competitive bids on Contractor's Proposal form, in the stores that are not contracted for Snow Removal.

- Snow should be plowed where accumulations or fall reach two inches (2") or where drifts interfere with parking lot traffic. Snowplowing and removal, when necessary, should be done after 11:00 PM and before 8:00 AM. In the event snow accumulates after the store opens, the contractor shall keep the main driveways and approaches clear.
- Arrangements should be made for salting when necessary, but salting should be kept to a minimum because it can damage landscaping, concrete and pavement. Request bid for salt to be installed by application. **In cases where there is a concrete parking lot, calcium chloride should be bid and used.**
- Arrangements are to be made to mark the corners of planters, curbs, etc. so they will not be damaged by snowplowing equipment. Usually flags on stakes 3 or 4 feet high will do the job.
- Discuss with the contractor areas to which snow will be plowed prior to snowplowing. Usually first to the perimeter of the parking lot and then wind rowed in line with light standards, not to exceed 10% of the lot.
- Have the snow hauled away only when it interferes with store operations.

NOTE (1) At Net Lease and Semi-Gross stores, Kmart is usually responsible for landscape maintenance. Therefore, it is your responsibility to mark planters, curbs, etc. and make your Snow Contractor responsible for any damage done by his equipment. When spring arrives, it is your responsibility to make sure planters and greenbelts are kept up properly including replacement of any dead plants.

NOTE (2) At some "Net" or "Semi-Gross" Lease stores, the landlord arranges for snow removal and Kmart pays a pro rata share based on square feet of store area to other Landlord stores on the site. If you are not sure who is responsible, consult your "Exterior Maintenance Data Sheet".

Use the attached Snow Removal Proposal to contract for any stores that do not presently have a contractor lined up or needs to fine a new contractor. **Obtain a Certificate of Insurance from the successful contractor.**

If you have any questions, please don't hesitate to contact your Facility Manager.

KMRT 000018067

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Facility Management Reminder

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If you have any questions, please don't hesitate to contact your Facility Manager.

KMRT 0000018074

Tuesday, April 22, 2003

The following is a recap of messages sent via email to Store Manager/Directors on the date listed above. Included are messages sent to All stores and the Majority of stores. Select stores messages are not included in this recap.

To: Store Managers/Directors

From: Bill Ellis - Design & Construction, Facilities, Maintenance

Subject: Solicitation by Global Property Services

The purpose of this correspondence is to alert you that we have been informed by Store Operations that the vendor, *Global Property Services*, has approached a number of stores and may have misrepresented their business relationship with KRC in an attempt to gain business from the store base (landscaping, parking lot sweeping, snowplowing, etc.).

In no way does the Design & Construction, Facilities and Maintenance Department have in place any national agreement with *Global Property Services*, nor would we recommend the use of *Global Property Services* based on our view of their past and current business practices.

If you have any questions, please contact Paul Losin at (248) 463-3166.

Wednesday, June 18, 2003

The following is a recap of messages sent via email to Store Manager/Directors on the date listed above. Included are messages sent to All stores and the Majority of stores. Select stores messages are not included in this recap.

To: Store Managers/Directors
From: Bill Ellis - V.P. Design & Construction, Facilities, Maintenance
Subject: Follow-Up Correspondence - Global Property Services

In response to my recent correspondence, we continue to receive reports from many of you that Global Property Services continues to misrepresent their business relationship with KRC in an effort to obtain business with you. I would again like to reiterate that the Design & Construction, Facilities and Maintenance Department does not have a national agreement with Global Property Services to perform landscaping, snowplowing and parking lot sweeping, as these items are currently a "store's responsibility". However in some cases, individual stores or districts may have signed an agreement for these services in the past with Global Property Services. In such cases, the store has the following options:

1. If the service and price are acceptable to the store, the store has the option to continue utilizing Global Property Services.
2. If the service and/or price are unacceptable, the store has the option to cancel service per the terms of the agreement (it may be necessary for you to contact Global Property Services directly to determine if you have signed a contract with them and to obtain a copy with cancellation provisions).

Special Note:

When soliciting for a new service provider, it is important for you to avoid contracting with, directly or indirectly, Global Property Service contractors or otherwise interfere with their contracts or agreements with those contractors.

Questions:

If you have any questions, please contact Paul Losin at (248) 463-3166.

2003 NATIONAL PROGRAMS OVERVIEW

Design & Construction, Facilities, Maintenance Department

Mission Statement:

Maintain several National Service Programs with the objective of mitigating risk to the corporation and delivering a consistent and standard service level across the store base while providing a lower overall average cost per store. This is achieved by leveraging the total spend of our collective store base in negotiations with one or more suppliers; effective contract negotiation and administration; streamlining of business processes, and providing service to outlying stores with the same expertise that is available in metropolitan areas.

2003 National Programs

Program specific information can be accessed by selecting from the list below:

SECURITY ALARM SYSTEMS

LIGHTING MAINTENANCE

KITCHEN EXHAUST SYSTEM CLEANING

WASTE HAULING MANAGEMENT

CARDBOARD RECYCLING

SHOPPING CART SERVICE



Contacts

Dave Blosser	Senior Manager National Programs	(248) 614-0763
Paul Losin	Director National Programs	(248) 463-3166
Brenda Meyer	National Programs Coordinator	(248) 463-1325
Gina Reiley	National Programs Coordinator	(248) 463-5197

SECURITY ALARM SYSTEMS

Overview

ADT Security Services, Inc. has the National Contract for Security Systems:

- Monitoring of Fire and Security
- Full Service Alarm Service & Repair

Fire Alarms are excluded from the Service & Repair Contract, however ADT can provide service for these units.

Monitoring fees :

Regular or Super K stores with Opening/Closing signals \$24.00 per month
Regular or Super K stores w/o Opening/Closing signals \$21.00 per month

Service & Repair Contract

Full service, wherein we pay a flat fee for service \$1,200.00 per year

Both Monitoring & Full Service are invoiced and paid directly by KRC, Monthly 30 days in advance.

Security Alarm Contacts

ADT Service Requests	800-428-7124
ADT National Accounts Representative - Linda Stakel	440-717-5651
ADT Service Representative at KRC- Chad Shultz	248-463-3165
KRC Support - Brenda Meyer	248-463-1325

LIGHTING MAINTENANCE

Overview

The majority of the salesroom lighting is by fluorescent fixtures that are operated by one or two ballasts which serve two to four lamps per fixture. If a fixture is unlit, the problem could be either one of the lamps burned out, or the ballast has failed. The ballast in our sales area lighting has a five (5) year warranty from date of manufacture. Lamps have no individual warranty, but General Electric warrants that no more than 10% will fail between group relampings. If you are having major lamp failures, consult your Facilities Manager for assistance.

Group Relamping

Because fluorescent lamps have a rather predictable life we "Group Relamp" store with:

- Eight (8) foot lamps every two years
- Four (4) foot lamps every three years.

The relamping contractor will notify the store, by mail, about 30 days prior to the Relamping; and by phone to schedule an exact date with the store forty-eight (48) hours in advance. The relamping is done at night, and requires two to three nights to complete. The relamping contractor will also replace any ballast that is burned out.

Relamping Contacts

National Maintenance - Central, Great Lakes & West -	800-735-6444
United States Lighting Service - East -	800-321-3556

KRC Support - Gina Reiley

248-463-5197

Lighting service between group relampings - "Quarterly Lamp & Ballast Program"

We have three (3) National Contractors to service stores quarterly for burned out ballasts and lamps. However, stores can replace lamps in fixtures that are not lit. Lamps should be ordered through the Electronic List Book (ELB). The lighting service contractors can furnish lamps and ballasts off of their truck. However it is economically preferred that the stores have sufficient lamps in-stock (the Contractor's are often limited in the supplies they can carry).

Quarterly Lamp & Ballast Contacts
Superior Light and Sign Company -

800-994-5267

KS, OK, TX, MO, AR, LA & MN

National Maintenance -

800-735-6444

WA, OR, CA, NV, UT, AZ, NM,
WY, MT, ID, ND, SD, NE, IA, WI, IN,
KY, WV, IL, IN, MI & OH

Allied Building Service -

800-836-0779

ME, VT, NH, MA, CT, RI, NY, DE,
MD, PA, NC, SC, GA, AL, MS, TN, FL

KRC Support - Gina Reiley

248-463-5197

Lamp Recycling

We currently use GE ECO lamps in most states. These lamps can be placed in ordinary landfills in those states, due to their very low mercury content. The states which do not permit ECO lamps to be placed in ordinary landfills are: CA, MN, VT, ME, MA, NH, CT, FL, AND RI.

Lamps measuring less than 4 foot long	\$0.17 per lamp
T-8 lamps between 4 foot and six foot long	\$0.23 per lamp
T-8 lamps between 8 foot long	\$0.40 per lamp
T-12 lamps between 4 foot and six foot long	\$0.23 per lamp
T-12 lamps between 8 foot long	\$0.40 per lamp
HID, Metal Halide & HPS lamps	\$0.68 per lamp
\$160.00 minimum pickup charge for pickup less than 400 lamps	

Lamp Recycling Contacts

Cleanlites Recycling, Inc. - Mike Kimmel

888-676-0044

KRC Support - Gina Reiley

248-463-5197

KITCHEN EXHAUST SYSTEM CLEANING

Overview

As a Fire Prevention measure every open operating store with a grill and fryer needs to have the excess grease cleaned off the exhaust fan and from the exhaust ductwork. We have a new National Contract to clean the exhaust fans and ducts in the restaurants/cafes once (1) per year, every six (6) months for the Fryer Ducts.

Cleaning Grill/Fryer (semi-annually)	\$250.00 per duct per service
Cleaning Pizza Oven Duct (annually)	\$275.00 per duct per service
Cleaning Bakery Oven Duct (annually)	\$275.00 per duct per service

Cleaning of any additional cooking hoods (annually)	\$275.00 per duct per service
Installation of additional duct access doors	\$ 50.00 per door

Grease Duct Cleaning Contractor

United Technologies Service - Dennis Berry

888-302-2432

KRC Support - Brenda Meyer

248-463-1325

WASTE HAULING MANAGEMENT

Municipal

Some stores receive waste hauling service directly from the city. The cost of this may be charged as part of a tax from the city, it may be invoiced to the store, or it may be invoiced along with the water and sewer billing. Any waste hauling issues for those stores must be taken up with the city.

Private Hauler

Most stores receive waste hauling by a subcontractor of Weyerhaeuser/Oakleaf, for which the billing goes from Oakleaf directly to KRC. Some stores are on a scheduled pickup, while others call for each pickup. Our contract with Weyerhaeuser requires waste pickup within 24 hours of phoned in request. Requests for pickup, delivery of special open tops, or problems with pickup must be pursued through Oakleaf Waste Management

Waste Hauling Contacts

Weyerhaeuser/Oakleaf Waste Management

888-625-5323

KRC Support - Brenda Meyer

248-463-1325

CARDBOARD RECYCLING

Overview

We have a national contract with Weyerhaeuser/Oakleaf to pick up all of our cardboard for recycling. We receive payment of monthly Credits from Weyerhaeuser directly to KRC Accounts Receivable. The Credits payments show up in the Waste Paper and Grease Sales account. The market for cardboard varies each month, so Credits change each month, and are different for each of nine market regions of the country. Some stores are on scheduled pickups, while others must call Weyerhaeuser/Oakleaf to request each pickup. Weyerhaeuser/Oakleaf is committed to respond to pickup requests within 48 hours. Stores must have at least 10 bales to request a pickup.

Cardboard Recycling Contacts

Weyerhaeuser/Oakleaf Waste Management

888-625-5323

KRC Support - Brenda Meyer

248-463-1325

SHOPPING CART SERVICE

Overview

In an effort to eliminate potential liability we have National Contracts with Americana Shopping Carts, Inc. and Jim 'n E Enterprises, Inc. for annual service to the shopping carts. As carts are used by customers and accidents happen, there is an advantage in lawsuits of being able to show that we have regular maintenance. The pricing of our current contracts are a flat fee for

each cart in use, which includes all necessary parts, labor, welding, frame straightening, and power washing. .

Americana Shopping Carts, Inc. Fees

- Full Service Maintenance (parts, labor, welding, touch up painting, frame straightening and de-stringing, etc.) - \$2.45 per Cart
- Power Washing - \$0.45 per Cart
- Seat Belt Replacement - \$0.75 per additional Seat Belt (50% required)

Jim 'n E Enterprises, Inc.

- Full Service Maintenance (parts, labor, welding, touch up painting, frame straightening and de-stringing, etc.) - \$1.95 per Cart
- Power Washing - \$0.80 per Cart
- Seat Belt Replacement - \$1.50 per additional Seat Belt (50% required)

Shopping Cart Service Contacts:

Americana Shopping Carts – All States Except Illinois & Indiana	800-833-7555 x228
Jim'N E Enterprises, Inc. – Illinois and Indiana Only -	630-830-7272
KRC Support - Brenda Meyer	248-463-1325

*******IMPORTANT*******

September 10, 2003

To: Store Manager / Director

From: Facility Management / Store Operations

Re: ***Snow Removal Arrangements – Landscaping Protection***

If you have not already done so, NOW is the time to make arrangements for snowplowing and snow removal where necessary for the coming winter. Store Manager/Directors are responsible for completing the initial bidding and negotiations process. **NO Contract** for Snow Removal should be entered without direct approval from your District Manager.

Action Required by Store Managers

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KMRT 000018102

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KITCHEN EXHAUST SYSTEM CLEANING
WASTE HAULING MANAGEMENT
CARDBOARD RECYCLING
SHOPPING CART SERVICE
FIRE PROTECTION



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