

# EXHIBIT D

## JANITORIAL SCHEDULE

*Background checks on janitorial staff is required pursuant to Section 15.9 of the Lease. Certain areas will need to be cleaned during regular business hours when authorized Tenant representatives are present.*

### I. Office Cleaning

#### A. DAILY:

1. Empty common area recycling/Trash/Organic receptacles; replace liners.
2. Vacuum accessible carpeted main traffic aisles.
3. Pick up litter in remainder of other carpeted areas.
4. Spot clean carpeting. Spot clean partitions/door glass.

#### B. WEEKLY:

1. Vacuum all carpeted areas.
2. Dust mop hard surface main traffic aisles.
3. Dust exposed areas on desks/credenzas/work surfaces.
4. Dust mop hard surface areas.
5. Wet mop hard surface areas. Detail/dust areas below 6 feet.

#### C. MONTHLY:

1. Spot clean walls and doors.

#### D. SEMI-ANNUAL:

1. Dust door frames.
2. Dust accessible exterior window blinds, where applicable.
3. Clean ceiling vents (up to 10 feet).
4. Clean carpeted traffic aisles.
5. NOTE: Detail dusting in an office setting shall be done only in accessible areas if it can be done without the risk of damage to property. Landlord shall not move personal items and electronic equipment to clean or dust. Landlord shall trash only waste receptacles and items in common areas that are clearly marked 'trash'.

## II. Breakroom Cleaning

### A. DAILY:

1. Empty common area recycling/Trash/Organic receptacles; replace liners.
2. Disinfect all hard surfaces, sinks, including tables. And any part of the chair non-fabric.
3. Restock paper towels, hand soap, as needed.
4. Dust mop wall to wall flooring, including flooring wall trim.
5. Wet spot mop any spills, splashes or as needed.
6. Disinfect any door handles including cabinetry. Touchable surfaces.

### B. WEEKLY:

1. Wet mop all flooring including flooring wall trim.
2. Disinfect any cabinets top to bottom, including any empty drawers.

### C. MONTHLY:

1. Perform recommended manufacturer maintenance on flooring materials (stripping, waxing, sealing, etc.).
2. Dust walls, and ceiling vents (up to 10 feet).
3. Disinfect refrigerator only if tenant removes contents prior to a scheduled date agreed upon between the landlord and tenant.

### D. SEMI-ANNUAL:

1. Dust door frames.
2. Dust accessible exterior window blinds, where applicable.
3. Clean any ceiling light fixtures screens or filters, if applicable.
4. NOTE: Detail dusting in an office setting shall be done only in accessible areas if it can be done without the risk of damage to property. Landlord shall not move personal items and electronic equipment to clean or dust. Landlord shall trash only waste receptacles and items in common areas that are clearly marked 'trash'.

### III. Production/Warehouse Cleaning

#### A. DAILY:

1. Dust mop wall to wall flooring, including flooring wall trim as much as possible not to disrupt production equipment. Time of cleaning must be coordinated with production managers work schedule to ensure tenant employees, and cleaners are able to perform their duties safely and efficiently
2. Empty cardboard recycling bins.
3. Empty Compactor as needed.
4. Empty trash, paper recycling bin, barrels, etc.
5. Disinfect any door handles including cabinetry. Touchable surfaces.

#### B. WEEKLY:

1. Wet mop all high traffic area accessible to do so without moving or disrupting any tenant items.
2. Remove from tenant space and recycle any surplus pallets. Typical: *30-40 a week on average. 50-60 a week in the months of Oct and Nov.*
3. Recycle any pallets of perforated paper trim pieces.

#### C. MONTHLY:

1. Dust/vacuum walls, and ceiling vents (up to 10 feet).
2. Clean any eye washing, or safety equipment currently within the occupied space. Replace any eye wash saline solution (if portable tank system).

#### D. SEMI-ANNUAL:

1. Dust door frames.
2. Dust accessible exterior window blinds, where applicable.
3. Clean any ceiling light fixtures screens or filters, if applicable.
4. Perform recommended manufacturer maintenance on flooring materials (striping, waxing, sealing, etc. Time of cleaning must be coordinated with production managers work schedule to ensure tenant employees, and cleaners are able to perform their duties safely and efficiently.
5. NOTE: Detail dusting in an office setting shall be done only in accessible areas if it can be done without the risk of damage to property. Landlord shall not move personal items and electronic equipment to clean or dust. Landlord shall trash only waste receptacles and items in common areas that are clearly marked 'trash'.

#### IV. Lobby/Entrance Cleaning

##### A. DAILY:

1. Dust accessible areas.
2. Empty/spot clean common area recycle receptacles.
3. Sweep hard surface floors.
4. Wet mop hard surface floors. Clean walk-off mats.
5. Clean door glass; spot clean adjacent glass.
6. Vacuum carpet.
7. Clean entire interior and exterior of elevators.
8. Sweep/vacuum/wet mop non-enclosed stairways. Check/spot clean directories.

##### B. WEEKLY:

1. Detail/dust areas below 6 feet.
2. Spot clean plate glass windows.
3. Clean and/or polish stairway handrails. Clean thresholds.
4. Check/arrange and spot clean public area furniture.
5. Clean kick plates, push plates, and door frames.
6. Spot clean walls.
7. Wet mop/auto scrub floor surfaces.
8. Hard Surface Floor Care-Work Areas.
9. Wet mop other areas.
10. Dust mop wall to wall. Wet mop/auto scrub wall to wall.

##### C. As Needed:

1. Scrub and coat hard surface floors.
2. Strip, seal and finish hard surface floors.
3. Hard surface Floor Care- Common Areas Daily:
4. Dust mop wall to wall. Spot mop spills/splashes.

**V. Restroom, Mother's room Cleaning**

**A. DAILY:**

1. Resupply stock.
2. Clean mirrors.
3. Clean stock dispenser.
4. Empty trash and organics containers, including sanitary disposal units; clean receptacles.
5. Clean and sanitize sinks and countertops.
6. Clean stainless steel and chrome.
7. Spot clean doors, both sides.
8. Spot clean walls with special emphasis around dispensers, sinks and urinals.
9. Wet mop floor with sanitizing detergent.

**B. MONTHLY:**

1. Sanitize waste receptacles.
2. Sanitize refrigerator.

**VI. Miscellaneous**

**A. DAILY:**

1. Sanitize drinking fountains.
2. Spot check interior stairwells.
3. Remove unapproved or outdated posters/bulletins.

**B. WEEKLY:**

1. Dust hallway fixtures, i.e., pictures, fire extinguishers.