

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.

1. DAILY

- a. Empty wastepaper baskets and recycling containers.
 - (i) Empty all ashtrays at exterior of building.
 - (ii) Provide new wastebasket liners as needed.
- b. If provided, empty all recycling collection containers on each floor and dispose of in the appropriate dumpsters. Clean and sanitize all recycling containers.
- c. Vacuum all carpeted office areas utilizing high efficiency, final filtration (HEPA) vacuums.
- d. Sweep and dry mop all composition flooring.
- e. Restock all towel and soap dispensers in all sink/break areas.
- f. Clean all kitchenette and/or breakroom areas including but not limited to, wiping down and sanitizing kitchen appliances, counters, tables and seating area.
- g. Restrooms
 - (i) Wet mop and disinfect floors.
 - (ii) Wash and sterilize all washbowls, toilet seats, toilet bowls, urinals, including pipes and trim.
 - (iii) Disinfect and sanitize partitions, partition doors, and tile.
 - (iv) Clean mirrors and sanitize all exposed dispensers and containers.
 - (v) Restock all towel, toilet tissue and soap dispensers.
- h. Clean and disinfect the drinking fountains.

- i. Sweep/dust and mop all stairways and stairwells.
 - j. Wipe and sanitize all handrails.
2. WEEKLY SERVICE
- a. Vacuum along wall edges, corners, behind doors, and under desks and furniture.
 - b. Dust all office furniture and dust all building ledges, moldings, and other exposed surfaces. It is not necessary for janitorial staff to move anything to accomplish dusting.
3. MONTHLY
- a. Dust window blinds.
 - b. High and low surface dust.
 - c. Wet mop all composition floors.
4. SEMI-ANNUALLY
- a. Wash interior and exterior glass windows and sidelights.
 - b. Wash interior and exterior office windowsills/ledges.
5. ANNUALLY
- a. Clean carpet (deep cleaning).
 - b. Clean window coverings.
 - c. Vacuum all upholstered furniture.
 - d. Strip and reseal all composition floors.
6. AS NEEDED
- a. Spot clean carpeting.
 - b. Spot clean walls.