# EXHIBIT D

## JANITORIAL SERVICES

*Background checks on janitorial staff are required pursuant to Section 15.9 of the Lease.*

*Cleaning is to begin after 4:30 PM and conclude by 11:00 PM, except as noted. Certain secure areas (Enforcement Suite, mailroom and the Secure Suite) will need to be cleaned during regular business hours when authorized by Tenant representatives are present. Cleaning contractor must provide on-site supervision during after-hours cleaning of the building.*

### DAILY or greater where noted

1. Landlord must provide day porter services to service the leased premises and common

areas of the building, including but not limited to shared restrooms, hallways, and

stairways, from Monday through Friday, 8:00 AM to 4:30 PM.

1. Empty waste and recycling containers.
2. Provide new container liners as needed.
3. Clean and sanitize containers as needed.
4. Place waste and recyclable materials in the appropriate dumpsters
5. Vacuum all of the following carpeted areas: lobby, lunchroom, breakrooms and primary circulation routes utilizing high efficiency, final-filtration (HEPA) vacuums.
6. Sweep and dry mop all composition flooring.
7. Wet mop hard surface floors near exterior entrances and in primary lobby areas. Repeat after morning rush when outside conditions result in wet, salty or dirty floors.
8. Restock towel and soap dispensers in all sink/break areas.
9. Clean all kitchenette and/or breakroom areas including, but not limited to, wiping down and sanitizing kitchen appliances, counters, tables and seating areas.
10. Restrooms, locker rooms and showers:
11. Wet mop and disinfect floors. Spot mop and disinfect at mid-day
12. Wash and sterilize all washbowls, toilet seats, toilet bowls, and urinals, including pipes and trim twice daily.
13. Disinfect and sanitize showers, partitions, partition doors, and tile.
14. Clean mirrors and sanitize all exposed dispensers and containers.
15. Restock all towel, toilet tissue and soap dispensers, twice daily if needed to ensure supply.
16. Clean and disinfect drinking fountains.
17. Sweep/dust all stairways, stairwells and the loading dock area.
18. Wipe and sanitize all handrails and door handles on all common use doors - exterior and interior.
19. Dust and vacuum conference rooms with capacity of nine (9) or more occupants. Place chairs in their standard configuration unless otherwise directed.

#### EXTERIOR:

1. Empty all exterior cigarette disposal receptacles and pick up cigarette butts there and near all building entrances.
2. Remove garbage and debris on all landlord property and parking areas - also include any sidewalk and street right-of-way areas adjacent to the building.

###  WEEKLY

1. Vacuum all carpeted areas (except specific areas as noted under monthly) throughout the leased space utilizing high efficiency, final-filtration (HEPA) vacuums.
2. Dust all office furniture, items hung or mounted on walls, wall or ceiling mounted lights, building ledges, moldings, and other exposed dust-collecting surfaces, except as noted under monthly. It is not necessary for janitorial staff to move anything to accomplish dusting.
3. Mop all stairways, stairwells, loading dock, mail room, kitchenette areas, break rooms and other work rooms and labs.
4. Spot clean carpet as needed in high traffic areas, areas where spills have occurred, and where requested for new occupants of work spaces.
5. Spot clean upholstered furniture as requested.
6. Maintain janitor closets in a clean, neat and orderly condition.
7. EXTERIOR:
8. Sweep outside sidewalk and any entry steps. More frequently as needed.

### MONTHLY

1. Dust window blinds.
2. Dust high and low areas not covered under weekly dusting, such as light fixtures or ledges over nine-foot height and open areas of shelves near floor level.
3. Wet mop all hard surface floors not included under weekly mopping. Strip and refinish any vinyl composition tile floors in high traffic areas.
4. Vacuum along wall edges, corners, behind doors, and under desks and furniture utilizing high efficiency, final filtration (HEPA) vacuums.
5. Vacuum all conference, huddle room and common space furniture upholstery.
6. Machine clean (hot water/cleaning solution extraction) carpet in all primary circulation routes and other high traffic areas (deep cleaning). More frequently as needed.
7. Wash all glass sidelights or glass inserts to doors
8. Exterior:
9. Hose off the loading dock and sidewalks and stairways at all entrances (May 1 – Oct. 31).

###  SEMI-ANNUALLY

1. Wash all interior and exterior glass windows.
2. Wash interior and exterior office windowsills/ledges.
3. Vacuum all upholstered furniture. Spot clean as requested.
4. Clean elevator tops and pits.

### ANNUALLY

1. Machine clean (hot water/cleaning solution extraction) all carpeted areas throughout the building: move chairs, smaller tables in common space areas and wheeled conference or break room/cafeteria tables (deep cleaning).
2. Clean window coverings.
3. Dust all sprinkler heads.
4. Strip and refinish all vinyl composition tile floors. Follow manufacturer’s recommendations on all other types of composition floors.

### AS NEEDED

1. Spot clean carpeting.
2. Spot clean walls.

### LAB CLEANING REQUIREMENTS

Lab cleaning is to follow the janitorial services schedule as noted above with the following exceptions.

#### WEEKLY

* 1. Sink cleaning. Only clean sinks that are clear and empty.
	2. Dusting as directed by lead lab staff or site coordinator.

#### MONTHLY

1. Dusting: Timing and surfaces to be coordinated with lead lab staff or site coordinator.

#### SEMI-ANNUALLY

1. Window cleaning: Coordinate timing with lead lab staff or site coordinator.

#### ANNUALLY

* 1. Scheduled annual cleaning duties are to be coordinated with the lead lab staff or the site coordinator.

#### EXCLUSIONS

1. Wet Lab: DNR will conduct all cleaning for the wet lab except for the annual strip and refinish any composition floors.