

## JANITORIAL SCHEDULE

### 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. Restrooms
  - (i) Wet mop and disinfect floors.
  - (ii) Wash and sterilize all washbowls, toilet seats, toilet bowls, urinals, including pipes and trim.
  - (iii) Spot clean partitions and tile.
  - (iv) Clean mirrors and sanitize all exposed dispensers and containers.
  - (v) Restock all towel, toilet tissue and soap dispensers.
- g. Clean and disinfect the drinking fountains.
- h. Sweep/dust and mop all stairways and stairwells.
- i. 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.

## EXHIBIT

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 window sills/ledges.

5. ANNUALLY

- a. Clean carpet.
- 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.

7. **DAYTIME CLEANING-**  
**Arrangements with Tenant for cleaning during office hours of specific secured areas.**

If Applicable:

1.1 Janitorial Service and Green Cleaning

- a. Janitorial Service Landlord shall provide janitorial services to the Leased Premises and common areas of the Building in accordance with the janitorial schedule set forth on the attached Exhibit.
- b. Green Cleaning Landlord shall be responsible for janitorial equipment and supplies required for Green Cleaning standards as follows:
  - (i) Ensure that all vacuum models used in the Leased Premises (including backpack, canister and upright) are approved by the Carpet and Rug Institute (Green Label Program).
  - (ii) Provide all cleaning supplies, garbage liners, toilet paper, hand towels and non-antibacterial hand soap.
  - (iii) Only use cleaning products certified by Green Seal, EcoLogo, or Design for the Environment (DfE) or provide demonstrable proof of meeting the Green Seal, EcoLogo, or Design for the Environment standards.
  - (iv) Provide Tenant with a list of all cleaning products used for the Leased Premises, Material Safety Data Sheets (MSDS) for each product and any relevant certifications for documentation demonstrating proof of meeting one of the standards listed above. Landlord shall provide Tenant an updated cleaning product list and MSDS during the Lease Term as required.
  - (v) Provide the Leased Premises with trash liners that contain a minimum of 30% total recycled content with a minimum 10% post-consumer recycled content.
  - (vi) Make reasonable efforts to purchase cleaning and janitorial products that are packaged to minimize waste (such as bulk and concentrated products) and also ensure that all packaging accepted by the building's recycling program is placed in appropriate recycling receptacles.