

Exhibit D
TASK AND FREQUENCY SCHEDULE

Exhibit A		SERVICE DESCRIPTION	
Reference #			
	I	DAILY SERVICES- GENERAL HOUSEKEEPING	Daily
18	1	Empty all wastebasket and receptacles change liners as needed	X
33	2	Facility entryway shall be kept free of cigarette butts and debris.	X
8	3	Vacuum as needed or upon request taking special care to include corners and edges. This includes moving light furniture and boxes. Take care not to mark up walls or furniture.	X
11	4	Wash all glass/Plexiglas doors, walls and reception glass/Plexiglas on both sides.	X
14, 15	5	Clean conference room tables, interview area tables and walls.	X
18	6	Remove cardboard boxes from floors as needed.	X
9	7	Cleaning up of spills and spot clean carpet and remove stains as needed.	X
17		Clean microwaves in the lunch rooms.	
18	8	Wipe down and spot clean tables, chairs, garbage cans, sink, and counter tops in the lunch rooms.	X
1	9	Sweep with treated mop all corridors, client lobby and pickup sweepings. Sweep down all stairwell. Clean any buildup of dirt or mud from stair treads, damp mop if necessary. (Remove tar, gum and other substances as required)	X
22	10	Clean drinking fountains	X
10, 11	11	Spot clean all finger marks from walls, doors and woodwork.	X
	II	<u>TOILET AREAS</u>	
23	1	Scour and clean with disinfectant all fixtures, dispensers, toilet bowls, urinals, flush meters, chelves and both sides of toilet seats including the base	X
29	2	Clean all mirrors in restrooms	X
25	3	Wash all stall walls on both sides.	X
26	4	Sweep then mop with disinfectant – all floors using clean mops. Must use caution signs and safety procedures (Signs must be used)	X
18	5	Remove all rubbish, including sanitary napkins.	X
30, 31	6	Refill dispensers for hand towels, toilet tissues, soap, and neat seats as needed.	X
23	7	Clean sinks, water fixtures, sink counter and back splash.	X