

Exhibit D
TASK AND FREQUENCY SCHEDULE

| Exhibit A Reference # | SERVICE DESCRIPTION | | |
|--------------------------|----------------------------|---|--------------|
| | I | DAILY SERVICES- GENERAL HOUSEKEEPING | Daily |
| 18 | 1 | Empty all wastebasket and receptacles change liners as needed | X |
| 8 | 2 | Vacuum all carpeted areas taking special care to include corners and edges. This includes moving light furniture and boxes. Take care not to mark up the walls Schedule to be determined by vendor with approval from agency. | X |
| 14, 15 | 3 | Clean conference room tables, neaten seating as needed | X |
| 14, 15 | 4 | Wipe down all desk tops and dust partition tops | X |
| 11 | 5 | Wash all glass in staff entry doors on both sides | X |
| 1 | 6 | Sweep and damp mop break room floor | X |
| 14, 15 | 7 | Clean table surfaces, neaten and wipe off seating needed. | X |
| 18 | 8 | Wipe down and spot clean, garbage cans, sink and counter tops in the break room. | X |
| 17 | 9 | Clean Microwaves and refrigerators in the break room | X |
| 22 | 10 | Clean all drinking fountains. | X |
| 18 | 11 | Remove cardboard boxes from floors as needed. | X |
| 9 | 12 | Clean up of spills and spot clean carpet and remove stains as needed. | X |
| | II | <u>TOILET AREAS</u> | |
| 23 | 1 | Scour and clean with disinfectant all fixtures, dispensers, toilet bowls, urinals, flush meters, shelves 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 |