

**Exhibit D
TASK AND FREQUENCY SCHEDULE**

Exhibit A Reference #		SERVICE DESCRIPTION	
	I	DAILY SERVICES- GENERAL HOUSEKEEPING	Daily
* Due to staff working during the weekends, <u>trash on the third floor cafeteria and restrooms must be emptied on Monday mornings.</u>			
18	1	* Empty all wastebasket and receptacles change liners as needed	X
35	2	Facility staff and public entryways shall be kept free of cigarette butts and debris.	X
35	3	Fence separating staff and customer parking areas must be checked at the beginning and the end of shift for debris removal.	X
8	4	Vacuum as needed or upon request taking special care to include corners and edges. This includes moving light furniture	X
11	5	Wash all glass/plexiglas customer entry doors, walls and reception glass/plexiglas on both sides.	X
14, 15	6	Clean conference room tables, interview area tables and walls as needed	X
18	7	Remove cardboard boxes from floor as needed	X
9	8	Cleaning up of spills and spot clean carpet and remove stains as needed	X
18	9	Wipe down and spot clean, garbage cans, sinks and countertops in the three break rooms.	X
1	10	Sweep with treated mop all corridors, facility lobby and pickup sweepings. Damp mop if necessary. (Remove tar, gum and other substances as required.)	X
22	11	Clean all drinking fountains.	X
10, 11	12	Spot clean all finger marks from walls, doors and woodwork.	X
	II	<u>TOILET AREAS</u>	
* Due to staff working during the weekends, <u>trash in the third floor restrooms must be emptied and restrooms must be ported on Monday mornings.</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

Exhibit A		SERVICE DESCRIPTION	
Reference #			
	III	<u>EVENING SERVICES</u>	
18	1	Empty all wastebaskets and receptacles change liners as needed.	X
35	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 walls or furniture.	X
1	3	Sweep and damp mop customer reception area, neaten and wipe off seating as needed.	X
	4	Wipe down with disinfectant staff service stalls in customer reception area.	X
	5	Neaten and wipe down children's area in customer reception area as needed.	X
	IV	<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 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
	V	<u>SEMI-ANNUAL Special Services (Prior approval necessary)</u>	
19, 20	1	Wash all windowsills, sashes and interior / exterior windows.	
6, 32	2	Wash, strip, seal, and wax VCT tile. Apply a minimum of (2) coats of heavy-duty non-slip type floor finish to all floors that are not carpeted. Remove buildup in corners and edges.	
9	3	Clean all carpeting using hot water extraction method utilizing industrial wide commercial standard materials and take precautions against furniture damage and post cleaning splash, clean up walls, etc.	
13	4	Clean all air vents, diffusers, and return grates.	