EXHIBIT D

JANITORIAL SCHEDULE

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

Certain areas will need to be cleaned during regular business hours.

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. Clean all kitchenette and/or breakroom areas including but not limited to, wiping down and sanitizing kitchen appliances, counters, tables and seating area.

   g. Restrooms

      (i) Wet mop and disinfect floors.

      (ii) Wash and sterilize all washbowls, toilet seats, toilet bowls, urinals, including pipes and trim.

      (iii) Disinfect and sanitize partitions, partition doors, and tile.

      (iv) Clean mirrors and sanitize all exposed dispensers and containers.

      (v) Restock all towel, toilet tissue and soap dispensers.

   h. Clean and disinfect the drinking fountains.

i. Sweep/dust and mop all stairways and stairwells.

j. 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.

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 windowsills/ledges.

5. ANNUALLY

a. Clean carpet (deep cleaning).

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.