

**EXHIBIT D
MINIMUM SERVICE REQUIREMENTS**

SUITE 400	
Task	Frequency
Office Areas / Snooze Room / Flight Planning Room	
Vacuum all carpet	Tuesday, Friday
Remove carpet stains	Tuesday, Friday
Empty and clean trash cans. Replace trash can liners	Tuesday, Friday
Dispose of any boxes left outside office doorways which are marked trash	Tuesday, Friday
Dust and spot clean horizontal surfaces	Tuesday, Friday
Empty and clean ash trays	Tuesday, Friday
Remove cobwebs	Monthly (1st Tuesday or Friday of month)
Dust all wall hangings, fixtures, lights and window sills	Monthly (1st Tuesday or Friday of month)
Dust all doors and door frames	Monthly (1st Tuesday or Friday of month)
Dust all window blinds	Monthly (1st Tuesday or Friday of month)
Common Areas (Lobby / Snooze Room / Hallway)	
Vacuum all carpet	Tuesday, Friday
Remove carpet stains	Tuesday, Friday
Sweep and mop floors	Tuesday, Friday
Empty and clean trash cans. Replace trash can liners	Tuesday, Friday
Empty and clean ashtrays	Tuesday, Friday
Dust and spot clean exposed horizontal surfaces	Tuesday, Friday
Clean all entrance glass doors, walls and doorframes in all entryways and lobby	Tuesday, Friday
Remove cobwebs	Monthly (1st Tuesday or Friday of month)
Dust all wall hangings, fixtures, lights and window sills	Monthly (1st Tuesday or Friday of month)
Dust all doors and door frames	Monthly (1st Tuesday or Friday of month)
Break Room / Vending Room	
Clean counter tops and sinks	Tuesday, Friday
Fill paper towel and soap dispensers	Tuesday, Friday
Wipe clean exterior surface of refrigerator	Tuesday, Friday
Empty and clean trash cans. Replace trash can liners	Tuesday, Friday
Sweep and mop floors	Tuesday, Friday
Wipe clean exterior and interior of microwave	Tuesday, Friday
Wipe clean exterior surface of vending machine	Tuesday, Friday
Wipe and clean dining tables and chairs	Tuesday, Friday
Wipe and clean interior and exterior of refrigerators	Tuesday, Friday
Conference Room and All Other Areas	

**EXHIBIT D
MINIMUM SERVICE REQUIREMENTS**

Task	Frequency
Conference Room shall be checked and cleaned as necessary to maintain clean appearance	Tuesday, Friday
Vacuum all carpet areas	Tuesday, Friday
Remove carpet stains	Tuesday, Friday
Empty and clean trash cans. Replace trash can liners	Tuesday, Friday
Dust and polish all furnishings	Tuesday, Friday
Dust all blinds	Tuesday, Friday
Rest Rooms, 3 Each	
Clean, deodorize, disinfect the urinals, toilets, tile shower, sinks	Tuesday, Friday
Refill towel, tissue, seat cover and soap dispensers	Tuesday, Friday
Empty and clean all trash receptacles and cans	Tuesday, Friday
Sweep and mop all floors	Tuesday, Friday
Ensure extra tissue is in each stall	Tuesday, Friday
Clean doors, walls, baseboards and light switch plates	Tuesday, Friday
Clean locker fronts and tops	Tuesday, Friday
Clean fittings and partitions	Tuesday, Friday
Clean shower stalls and fixtures	Tuesday, Friday
Custodial Closets	
Ensure equipment is clean and free of odor	Tuesday, Friday
Clean mop sink drains	Tuesday, Friday
Annually	
Shampoo all carpets	Quote will be requested when services are due
SUITE 500	
Common Areas, Inside and Outside	
Clean entrance glass doors	Tuesday, Friday
Empty and clean ashtrays	Tuesday, Friday
Clean, disinfect and polish drinking fountains	Tuesday, Friday
Sweep and mop all floors	Tuesday, Friday
Clean, deodorize, disinfect the urinals, toilets, tile shower, sinks	Tuesday, Friday
Refill towel, tissue, seat cover and soap dispensers	Tuesday, Friday
Empty and clean all trash receptacles and cans	Tuesday, Friday
Ensure extra tissue is in each stall	Tuesday, Friday
Clean doors, walls, baseboards and light switch plates	Tuesday, Friday
Clean fittings and partitions	Tuesday, Friday