

**LEASE  
EXHIBIT H**

**JANITORIAL SERVICES REQUIRED**

**Daily Service Five (5) Days Per Week**

1. Replace lights as needed
2. Empty all waste baskets and other waste containers
3. Clean lobby counters with disinfecting solution in accordance with Federal Centers for Disease Control and Prevention (CDC) guidelines.
4. Clean and sanitize rest room fixtures, mirrors, chrome pipes, etc.
5. Clean splash marks from walls of rest rooms
6. Mop hard surface areas, bathrooms, break areas, food service, and lunchroom
7. Refill soap, towel, hand sanitizer and paper dispensers.
8. Clean and sanitize drinking fountains.
9. Clean entrance glass
10. Clean tabletops in break rooms
11. Clean kitchen sinks and counters
12. Sweep entryways
13. Spot clean carpets of small spills, footprints, etc.
14. Keep janitor closets clean and orderly
15. Plumb toilets as needed
16. Clean and Disinfect "High Touch Areas" using a disinfecting solution.

**Twice Weekly Service**

1. Dust all desks, chairs, tables, filing cabinets and other office furniture
2. Vacuum all carpeting completely

**Monthly Service**

1. Vacuum dust and dirt accumulation from air-conditioning vents
2. Brush down cobwebs inside building
3. Dust blinds
4. Dust high areas
5. Dust top of desk cabinets, files, chair rungs, baseboards, and picture frames (Hi-Lo)
6. Vacuum upholstered furniture
7. Clean hand marks from walls, doors, and woodwork
8. Clean lobby directories and fire extinguisher glass

**Quarterly**

1. Wash outside windows
2. Change HVAC filters

**TWICE a YEAR**

1. Wash inside windows and partitions

**Annually**

1. Clean blinds
2. Clean carpets

The above are considered the minimum standard janitorial items. Landlord is responsible for providing all services to the health and cleanliness of the leased facility.

### **BREAKROOM AREA/REST ROOMS**

#### **Nightly**

1. Dust mop
2. Wet mop food service and kitchen
  - a. sweep and mop under all counters and sink area (including refrigerator)
3. Wet mop traffic aisles in dining room
4. Collect trash
5. Spot clean glass as needed

#### **Quarterly**

1. Thoroughly scrub all floors

#### **Definitions/Terms:**

"High Touch Areas" shall be defined as, but not limited to, the following:

- Doorknobs
- Light Switches
- Push Plates
- Public Counters
- Tables
- Handles
- Handrails/Bannisters

Cleaning: refers to the removal of germs, dirt, and impurities from surfaces.

Disinfecting/Sanitizing refers to using chemicals to kill germs on surfaces.

Disinfecting Solution: a solution shall be used in accordance with CDC Guidelines.

Disposable gloves shall be used by all personnel performing janitorial duties.