

SCHEDULE A

CLEANING SPECIFICATIONS

Items marked "Daily" are to be performed five (5) days per week, except legal holidays

Demised Premises/Daily (unless noted otherwise)

1. Empty all waste receptacles and remove all rubbish to designated areas for removal, wipe interiors clean.
2. Sweep all concrete, stone and vinyl tile flooring. Vacuum all carpeting and entrance floor mats.
3. Wipe clean all office furniture, desk equipment, phones and replace same - *Weekly*.
4. Damp wipe clean all doors, frames and saddles - *Weekly*.
5. Wipe clean all paneling, moldings, chair rails, baseboards, signage, convector/radiator covers, woodwork, louvers, grilles, architectural louvers, grilles, lattice and ornamental work within hand-high reach-*Monthly*.
6. Damp wipe clean all glass table tops.
7. Damp wipe clean all brightwork-*Weekly*.
8. Spot clean all painted wall surfaces-*Monthly*.
9. All gum and other foreign matter in entranceway lobbies, reception areas and corridors to be removed on sight.
10. Wipe clean all glass doors.

Periodic Service:

1. Clean interior and exterior of all waste receptacles-*Monthly*.
2. Rinse and clean all interior brightwork-*Monthly*.
3. Wash clean all interior glass block, glass partitions, glass doors and side lights *Weekly*.
4. Wipe down all leather/wood furniture-*Weekly*.
5. Wipe clean, vacuum all out of reach diffusers, louvers, grilles, ledges, window frames, door, furniture and fixtures, shelving, closet shelving, etc. (high dusting)-*Monthly*.
6. Spot clean carpets as required.
7. Scrub and clean all floors-*Monthly*.

LAVATORIES

Nightly (unless noted otherwise):

1. Sweep and mop lavatory floors.
2. Wash and polish all mirrors, brightwork, flushometers, faucets, soap dispensers, and all enameled surfaces.
3. Scour, wash and disinfect all basins, bowls, urinals and seats.
4. Empty waste receptacles, wipe clean and remove all waste material.
5. Damp wipe clean all towel, tissue, sanitary napkin and soap dispensers and refill as required.
6. Damp wipe clean all tile wall surfaces, metal partitioning and doors- *Weekly*.

Extra Cleaning Services

Tenant shall pay to Landlord, on demand, Landlord's charges for (a) extra cleaning work in the Premises required because of (i) misuse or neglect on the part of Tenant or its employees or visitors, (ii) use of portions of the Premises for preparation, serving or consumption of food or beverages, or other special purposes requiring greater or more difficult cleaning work than office areas; (iii) unusual quantity of interior glass surfaces; (iv) non-building standard materials or finishes installed by Tenant or at its request; (v) increases in frequency or scope in any item set forth in this Schedule "A" as shall have been requested by Tenant; (vi) use of the Premises for any special purpose requiring extra cleaning services; and (b) removal from the Premises or Building of (i) so much of any refuse and rubbish of Tenant as shall exceed that normally accumulated in the routine of ordinary business office activity and (ii) all of the refuse and rubbish of any eating facility requiring special handling (wet garbage). Notwithstanding anything to the contrary set forth in this lease, at Landlord's request, Tenant shall pay directly to the Landlord's cleaning contractor all monies owed in connection with the aforesaid extra cleaning services or refuse removal.