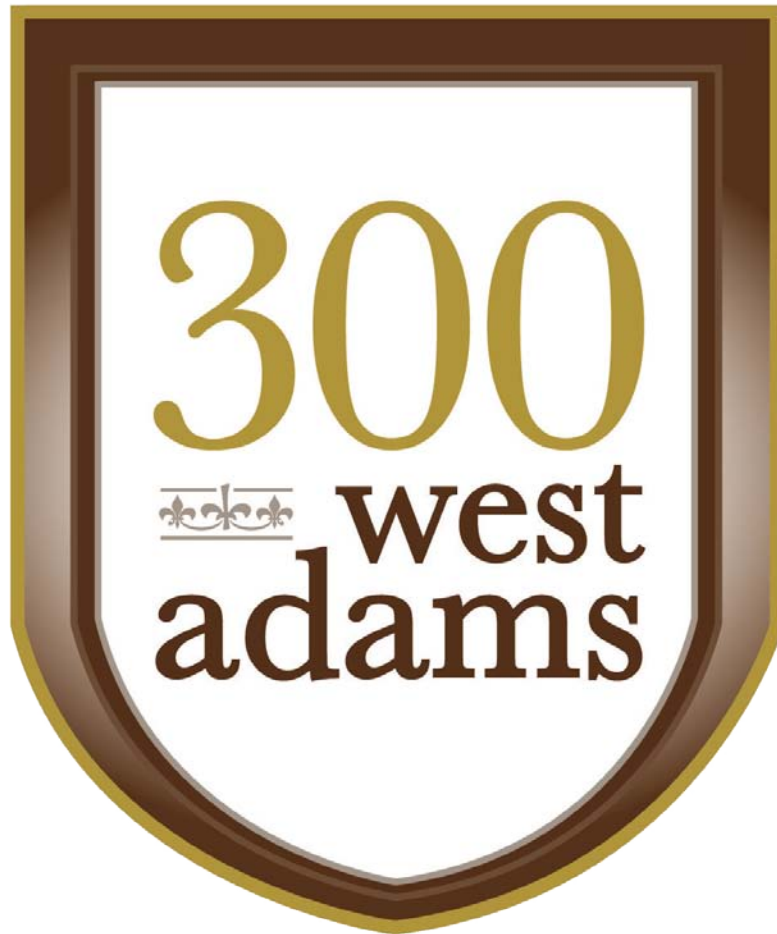


Tenant Manual



**TENANT
MANUAL**

Welcome To 300 West Adams

On behalf of building ownership and our entire building staff, we extend a warm welcome to 300 West Adams. We are delighted to have you as our Tenant and will do everything possible to make your tenancy enjoyable and rewarding.

This guide is intended to be a resource for the various services and amenities that are offered at 300 West Adams, as well as the general operating procedures in place at 300 West Adams.

Communication is the most crucial element in implementing the policies and procedures in this guide. To ensure effective communication, 300 West Adams Management requests that you designate a "tenant representative" to be the contact between your company and the management office staff. Your tenant representative will be responsible for making requests or reporting problems as well as conveying important information from our office to your employees.

Please call us with specific questions regarding the information in this guide. We look forward to a long and enjoyable partnership with you.

BUILDING INFORMATION

MANAGEMENT OFFICE

300 West Adams Management, LLC
300 West Adams Street Suite 440
Chicago, IL 60606

Phone: (312) 920-0662

Fax: (312) 920-0676

Office of the Building Hours: 8:30 a.m. – 5:00 p.m., Monday - Friday

300 West Adams offers a variety of services and conveniences. Please direct all requests and questions concerning the building to the office of the building at the above number. Engineers are on call 24 hours a day, seven days a week, for building emergencies.

Office of the Building

MANAGEMENT CONTACT(S)

Roy Endsley
General Manager
Phone: (312) 920-0663
Fax: (312) 920-0676
Email: rendsley@300adams.com

Evelyn Collazo
Property Administrator
Phone: (312) 920-0662
Fax: (312) 920-0676
Email: ecollazo@300adams.com

C.T. Raddatz
Chief Engineer
Phone: (312)553-4662
Fax: (312)236-3549
Email: craddatz@300adams.com

David Duffin
Director of Security
Phone: (312) 553-4660
Fax: (312) 236-3549
Email: dduffin@300adams.com

LEASING CONTACT(S)

Christopher Cassata
CB Richard Ellis
Phone: (312) 297-7629

Roy Endsley
300 West Adams Management, LLC
Phone: (312) 920-0663
Fax: (312) 920-0676
Email: rendsley@300adams.com

IMPORTANT NUMBERS TO KNOW

All Emergencies	911
Office of the Building	(312) 920-0662
After Hours Building Emergency Number	(312) 553-4660
Local Police Department	(312) 746-6000
Police Department (Emergency)	911
Fire Department	(312) 744-6666
Area Hospital Northwestern Hospital	(312) 908-2000

TELECOMMUNICATIONS

Our Riser company is **IMG Technologies, Inc.** IMG will be responsible for maintaining and servicing the telecommunications infrastructure from the Netpop (the room where all telecommunications service originates) to the service block in each space.

We are confident that IMG Technologies, Inc. will provide excellent telecommunications service that meet your everyday business needs.

If you have any questions, please go to their website at www.imgrisermgmt.com or feel free to contact IMG at 630-737-9800 and inform them that you are at 300 West Adams or contact us at 312-920-0662.

Telecommunication providers :

COMCAST 1-800-266-2278, local 312-772-9742 website is www.comcast.com

AT&T 1-800-331-0500 website is www.att.com.

For more information on other telecommunication providers please call the general manager at 312-920-0663.

RENTAL REMITTANCE

Rent should be paid by the first day of each calendar month during the term of the lease. Please send checks to the following address:

300 W. Adams (Chicago), L.L.C.
C/O PrivateBank and Trust Company
PO BOX 64925
Chicago, IL 60664

RECYCLING PROGRAM



300 W Adams LLC

*Is pleased to announce an
expanded **recycling** program offered to our tenants*

Here's how it works...

Building management will provide the following:

- 1- Deskside paper recycling bin per desk.*
- 1- Tall bottle & can bin for breakroom or kitchenette.*
- 1- Tall paper bin for copier stations.*

We ask that each tenant determine the amount of bins needed then e-mail with your recycling bin order to Evelyn Collazo in the office of the building at ecollazo@300adams.com

There is no charge for the initial order!

****Any additional bins ordered will be charged accordingly****

We appreciate your support and participation!



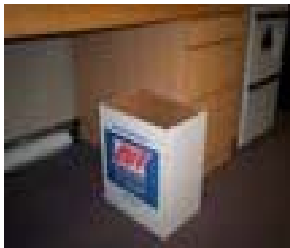
Allied Waste

“Let Blue Help You Save Green”



Recycling Bin Menu

Deskside Options



7 gallon cardboard

Desktop Tray



4 gallon plastic mesh

Tall Paper & Bottle & Cans



Tall Cancycler
With lid



Tall Papercycler
With lid



Allied Waste

"Let Blue Help You Save Green"



Deskside Paper Recycling Program

**** Place all Recyclable items in desk-side bin ****

Recyclable Items

Bond Paper (white & colored)

Calculator Tape

Computer Paper (Plain White or Colored Bars)



**Envelopes
Junk Mail
Legal Pad Paper
Letterhead/Stationary**



**Magazines
Newspaper
Photocopy Paper
Scratch Paper
Telephone Messages
Typing Paper
Cardboard**



Non-Recyclable Items

**Paper Ream Wrapping
Food or Beverage Waste
Candy Wrappers
Carbon Paper
Floor Sweepings
Non-Paper Packing Material
Rubber Bands
Stickers/Labels
Tissue Products (e.g.. napkins)**



“Our Environment, Our Future, Recycle”





Commingle Recycling Program

****Place all products into designated “Commingle” container****

A. Metal Products

Examples are:

- 1. Aluminum Cans**
- 2. Tin/Steel & Bi-Metal Cans**
- 3. Food & Beverage Cans**



*** Please rinse out and remove labels when possible ***

B. Plastic Products

Examples are:

****All plastics accepted Except #6****

- Liter Pop Bottles**
- Milk, Water, & Juice Bottles**
- Liquid Detergent, Fabric Softener, Bleach, Shampoo**

*** No Anti-Freeze, Oil, or Petroleum containers of any kind ***

C. Glass

All colors and sizes



“When in doubt, leave it out”



“Our Environment, Our Future, Recycle”



DELIVERIES

All large deliveries must be scheduled in advance through the Office of the Building. There is a charge for operating the service elevator. Please contact the Office of the Building for the most recent list of authorized moving companies.

BUILDING'S MAILING/SHIPPING INFORMATION

Your mailing address is:

Your Firm Name (or individual name)
300 West Adams Street
You're Suite Number
Chicago, IL
60606

AMENITIES

UPS Drop Box located near the stairwell in the lobby.

CONFERENCE ROOM

300 West Adams offers a conference room for tenants use. Please call us at 312-920-0662 for more information.

PROXIMITY KEY CARD ACCESS

Access to 300 West Adams is allowed after normal building hours using an authorized access card. Please contact the office of the building for information.

BIKE RACKS

There Are Several Bike Racks Located On Adams Street and Franklin Street Provided By The City of Chicago. Use at your Own Risk.

RETAIL TENANT AMENITIES

Quiznos Classic Subs	(312) 372-3663
Loop Nail Spa	(312) 553-5400
The Chicago Buzz	(312) 338-1300
Roti Mediterranean Grill	(312) 236-3500
AIU Success Center	(312) 419-1624
PNC Bank	(312) 201-5140
Hot Woks Cool Sushi	(312) 220-0011
Chicago Ticket Connection	(312) 630-7777

PARKING

Please contact the following parking garages for current rates. All are located within minutes of 300 West Adams.

InterPark Parking

30 South Wacker Drive
(312) 906-8525

InterPark Parking

211 W Adams St
(312) 782-5570

Standard Parking

172 West Adams
(312)269-4827

Central Parking

172 West Madison
(312) 704-0068

G.O. Parking

311 S Wacker Dr
(312)335-8600

InterPark

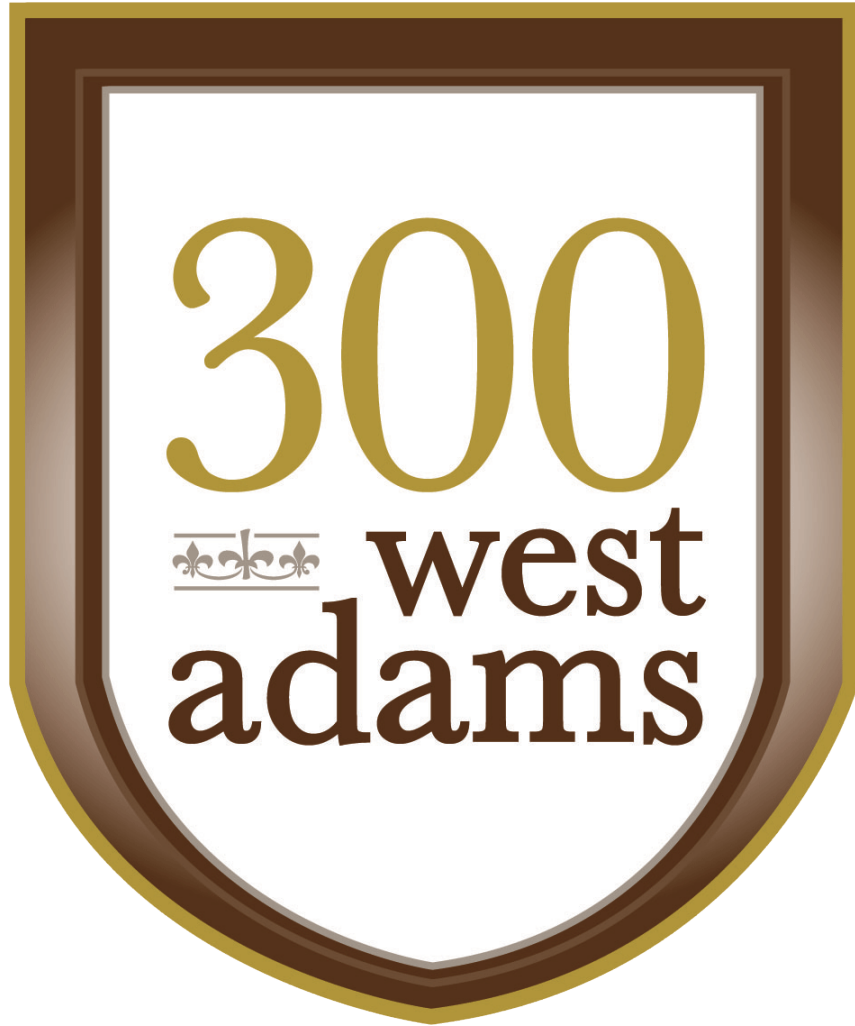
329 So. Franklin
(312) 341-1420

Standard Parking

201 West Madison St.
(312)960-0700

System Parking

183 West Monroe St.
(312)236-3949



GENERAL INFORMATION

PLEASE NOTE THAT THIS PORTION OF THIS GUIDE WAS DESIGNED TO PROVIDE YOU WITH GENERAL INFORMATION ABOUT BUILDING SERVICES AND OPERATIONS. IN THE EVENT OF A CONFLICT BETWEEN THE INFORMATION CONTAINED IN THIS GUIDE AND THE SPECIFIC TERMS OF YOUR LEASE, THE TERMS OF YOUR LEASE SHALL SUPERSEDE THIS GUIDE.

BUILDING SERVICES AND OPERATIONS

Providing excellent service to you is our primary goal. Through frequent inspection of the property and careful management of the building's resources and personnel, our intent is to promptly and courteously respond to your needs and operate the building in a manner that exceeds your expectations. Therefore, we request your assistance by notifying us of any situation or condition that you feel requires attention.

BUILDING MAINTENANCE

A service request may be submitted through any of the following channels:

1. Contact the office of the building via phone or email.
2. Submit an electronic request exclusively through our "Angus" anywhere web based service request system.

Note: Submitting a request on-line is the most efficient method, and will allow self-service work order entry, status checking and the ability to review work order history on-line. We strongly encourage you to submit requests electronically. If you would like to learn more about how to make and manage your service requests electronically, please contact the office of the building for details.

Once a service request has been received, the office of the building staff will address the problem as soon as possible and, if applicable, send an invoice for the completed service request. If the situation warrants external assistance, the office of the building staff will obtain pricing approval prior to performing the work.

Please direct all service requests to the office of the building rather than maintenance personnel. This procedure helps the office of the building staff keep track of your requests and ensures that they are resolved in a timely fashion.

HVAC

Heating, Ventilation and Air Conditioning (HVAC) systems in the building typically operate Monday through Friday during normal business hours of 8:00 a.m. – 6:00 p.m. and on Saturday's 8:00 a.m. – 1:00 p.m. If at any time during working hours you desire adjustment to the temperature within your suite, electronically submit a work order or contact the office of the building for assistance. To avoid damage and minimize delays, please do not adjust thermostats. In addition, we suggest that you keep blinds closed when in direct sunlight. Keeping blinds closed at night and over the weekend will help maintain a more constant temperature in your suite.

HVAC services after business hours are available upon request and can be scheduled by submitting a service request on-line or by contacting the office of the building. There will be a charge for after-hours HVAC service.

TRASH REMOVAL

Normal building trash removal is provided as a standard building service. Large-scale debris, such as that following construction or minor renovations is your responsibility as the tenant. For disposal of debris and boxes, please contact the office of the building. In addition, you as the tenant are responsible for the removal of all medical, infectious or hazardous waste from the premises, including any needles, syringes and other articles or substances classified as medical, infectious or hazardous waste by law. Any such removal must be approved by the office of the building and performed in compliance with applicable law.

SIGNS, LETTERING AND NOTICES

All signage being displayed outside your suite must be coordinated through the management office. If you wish to display a sign or notice in any public area of the building, prior written approval from the office of the building is required.

TENANT FUNCTIONS AND GUIDELINES

If you are planning a function (e.g., party, reception), please notify the office of the building at least two weeks in advance. The office of the building maintains certain policies and procedures that assist in coordinating events and limiting liability of the building. The office of the building may ask for the following: date and time of event, number of guests, presence of alcohol, parking requirements, overtime HVAC requirements, service elevator use, janitorial needs, electrical requirements (for sound equipment), security requirements, and certificates of insurance. A function may not be held in the common areas or on the building grounds without prior management approval.

BUILDING RULES AND REGULATIONS

The following rules and regulations shall apply, where applicable, to the Premises, the Building, the Property and the appurtenances. Capitalized terms have the same meaning as defined in the Lease.

1. Sidewalks, doorways, vestibules, halls, stairways and other similar areas shall not be obstructed by Tenant or used by Tenant for any purpose other than ingress and egress to and from the Premises. No rubbish, litter, trash, or material shall be placed, emptied, or thrown in those areas. At no time shall Tenant permit Tenant's employees to loiter in Common Areas or elsewhere about the Building or Property.
2. Plumbing fixtures and appliances shall be used only for the purposes for which designed, and no sweepings, rubbish, rags or other unsuitable material shall be

thrown or placed in the fixtures or appliances. Damage resulting to fixtures or appliances by Tenant, its agents, employees or invitees, shall be paid for by Tenant, and Landlord shall not be responsible for the damage.

3. No signs, advertisements or notices shall be painted or affixed to windows, doors or other parts of the Building, except those of such color, size, style and in such places as are first approved in writing by Landlord. All tenant identification and suite numbers at the entrance to the Premises shall be installed by Landlord, at Tenant's cost and expense, using the standard graphics for the Building. Except in connection with the hanging of lightweight pictures and wall decorations, no nails, hooks or screws shall be inserted into any part of the Premises or Building except by the Building maintenance personnel.
4. Landlord may provide and maintain in the first floor (main lobby) of the Building an alphabetical directory board or other directory device listing tenants, and no other directory shall be permitted unless previously consented to by Landlord in writing.
5. Tenant shall not place any lock(s) on any door in the Premises or Building without Landlord's prior written consent and Landlord shall have the right to retain at all times and to use keys to all locks within and into the Premises. A reasonable number of keys to the locks on the entry doors in the Premises shall be furnished by Landlord to Tenant at Tenant's cost, and Tenant shall not make any duplicate keys. All keys shall be returned to Landlord at the expiration or early termination of this Lease.
6. All contractors, contractor's representatives and installation technicians performing working the Building shall be subject to Landlord's prior approval and shall be required to comply with Landlord's standard rules, regulations, policies and procedures, which may be revised from time to time.
7. Movement in or out of the Building of furniture or office equipment, or dispatch or receipt by Tenant of merchandise or materials requiring the use of elevators, stairways, lobby areas or loading dock areas, shall be restricted to hours designated by Landlord. Tenant shall obtain Landlord's prior approval by providing a detailed listing of the activity. If approved by Landlord, the activity shall be under the supervision of Landlord and performed in the manner required by Landlord. Tenant shall assume all risk for damage to articles moved and injury to any persons resulting from the activity. If equipment, property, or personnel of Landlord or of any other party is damaged or injured as a result of or in connection with the activity, Tenant shall be solely liable for any resulting damage or loss.
8. Landlord shall have the right to approve the weight, size, or location of heavy equipment or articles in and about the Premises. Damage to the Building by the installation, maintenance, operation, existence or removal of property of Tenant shall be repaired at Tenant's sole expense.
9. Corridor doors, when not in use, shall be kept closed.
10. Tenant shall not: (1) make or permit any improper, objectionable or unpleasant noises or odors in the Building, or otherwise interfere in any way with other tenants or persons having business with them; (2) solicit business or distribute, or cause to

be distributed, in any portion of the Building, handbills, promotional materials or other advertising; or (3) conduct or permit other activities in the Building that might, in Landlord's sole opinion, constitute a nuisance.

11. No animals, except those assisting handicapped persons, shall be brought into the Building or kept in or about the Premises.
12. No inflammable, explosive or dangerous fluids or substances shall be used or kept by Tenant in the Premises, Building or about the Property. Tenant shall not, without Landlord's prior written consent, use, store, install, spill, remove, release or dispose of, within or about the Premises or any other portion of the Property, any asbestos-containing materials or any solid, liquid or gaseous material now or subsequently considered toxic or hazardous under the provisions of 42 U.S.C. Section 9601 et seq. or any other applicable environmental Law which may now or later be in effect. Tenant shall comply with all Laws pertaining to and governing the use of these materials by Tenant, and shall remain solely liable for the costs of abatement and removal.
13. Tenant shall not use or occupy the Premises in any manner or for any purpose which might injure the reputation or impair the present or future value of the Premises or the Building. Tenant shall not use, or permit any part of the Premises to be used, for lodging, sleeping or for any illegal purpose.
14. Tenant shall not take any action which would violate Landlord's labor contracts or which would cause a work stoppage, picketing, labor disruption or dispute, or interfere with Landlord's or any other tenant's or occupant's business or with the rights and privileges of any person lawfully in the Building ("Labor Disruption"). Tenant shall take the actions necessary to resolve the Labor Disruption, and shall have pickets removed and, at the request of Landlord, immediately terminate any work in the Premises that gave rise to the Labor Disruption, until Landlord gives its written consent for the work to resume. Tenant shall have no claim for damages against Landlord or any of the Landlord Related Parties, nor shall the date of the commencement of the Term be extended as a result of the above actions.
15. Tenant shall not install, operate or maintain in the Premises or in any other area of the Building, electrical equipment that would overload the electrical system beyond its capacity for proper, efficient and safe operation as determined solely by Landlord. Tenant shall not furnish cooling or heating to the Premises, including, without limitation, the use of electronic or gas heating devices, without Landlord's prior written consent. Tenant shall not use more than its proportionate share of telephone lines and other telecommunication facilities available to service the Building.
16. Tenant shall not operate or permit to be operated a coin or token operated vending machine or similar device (including, without limitation, telephones, lockers, toilets, scales, amusement devices and machines for sale of beverages, foods, candy, cigarettes and other goods), except for machines for the exclusive use of Tenant's employees, and then only if the operation does not violate the lease of any other tenant in the Building.
17. Bicycles and other vehicles are not permitted inside the Building or on the

walkways outside the Building, except in areas designated by Landlord.

18. Landlord may from time to time adopt systems and procedures for the security and safety of the Building, its occupants, entry, use and contents. Tenant, its agents, employees, contractors, guests and invitees shall comply with Landlord's systems and procedures.
19. Landlord shall have the right to prohibit the use of the name of the Building or any other publicity by Tenant that in Landlord's sole opinion may impair the reputation of the Building or its desirability. Upon written notice from Landlord, Tenant shall refrain from and discontinue such publicity immediately.
20. Tenant shall not canvass, solicit or peddle in or about the Building or the Property.
21. Pursuant to the Chicago Clean Indoor Air Ordinance of 2005, except with respect to any private club, bar or bar area specifically exempted in the Ordinance, the Building is a non-smoking building. Neither Tenant nor its agents, employees, contractors, guests or invitees shall smoke or permit smoking in the Premises, Common Areas, or any other part of the Building (except as noted above) or outside of the Building, near its entry way, or near or in any adjacent garage as further set forth in said Ordinance.
22. Landlord shall have the right to designate and approve standard window coverings for the Premises and to establish rules to assure that the Building presents a uniform exterior appearance. Tenant shall ensure, to the extent reasonably practicable, that window coverings are closed on windows in the Premises while they are exposed to the direct rays of the sun.
23. Deliveries to and from the Premises shall be made only at the times, in the areas and through the entrances and exits designated by Landlord. Tenant shall not make deliveries to or from the Premises in a manner that might interfere with the use by any other tenant of its premises or of the Common Areas, any pedestrian use, or any use which is inconsistent with good business practice.
24. The work of cleaning personnel shall not be hindered by Tenant after 5:30 P.M., and cleaning work may be done at any time when the offices are vacant. Windows, doors and fixtures may be cleaned at any time. Tenant shall provide adequate waste and rubbish receptacles to prevent unreasonable hardship to the cleaning service.

LOST AND FOUND

Please report any lost or found items to The office of the building.

STAIRWAYS

All exit stairways are for **EMERGENCY USE ONLY**. Please notify all employees of this security restriction and ask that they cooperate fully so that we may help keep the building secure.

ENERGY CONSERVATION

Tenants can assist in our efforts to reduce building operating costs through energy conservation. Please make a special effort to educate your employees about the importance of using energy wisely.

Following are examples of how your employees can help in our efforts to reduce energy costs:

- Window treatments should be closed during those times when there is direct sun (including weekends).
- Employees should be reminded to turn off all lights, computers, copiers, etc., when not in use or before leaving for the evening or weekend.

STORAGE

If you require additional storage space, please contact the office of the building.

JANITORIAL SERVICES

Janitorial services are typically provided 5 days a week. If you have any special cleaning requests, please contact the office of the building.

See Exhibit "A" For General Janitorial Guidelines (Subject to Change).

SERVICE FEES

- Engineering \$50.00 p/hour
- Engineering Overtime \$60.00 p/hour
- Security Officer / Special Detail \$35.00 p/hour
- After-Hours for Service Elevator or Dock \$35.00 p/hour
- Keycard Access Fee / Access by Security \$10.00 and \$5.00 reprogram fee
- Special Cleaning \$38.00 p/hour
- Lock-Out Fee / Suite Access by Engineer \$50.00
- HVAC Start-Up (After 6:00PM or Weekends) \$150.00
- HVAC (Minimum 2 Hours) \$85.00 p/hour
- Ventilation \$75.00 p/hour
- Key Charges \$3.00 p/key

BUILDING ACCESS AND SECURITY

ACCESS – DURING AND AFTER BUSINESS HOURS

Please provide the office of the building with a list of the names and phone numbers of at least three individuals who may be called to authorize admittance into the building for an employee or visitor who does not have appropriate security access identification. These individuals would also be contacted in the event of an emergency.

SECURITY – DURING BUSINESS HOURS

You may choose to unlock or lock your suite entrances during normal business hours. Although we try to maintain a secure working environment, many people enter the building every day and we cannot guarantee complete safety. You can take several preventive measures to keep your area more secure. For example:

- Lock all doors when leaving your suite unattended.
- Instruct employees to keep valuables and personal property in secured areas (locked desks, file cabinets or closets) when leaving their areas unattended.
- Always keep safes, vaults, strongboxes or similar devices locked, particularly when unattended. Do not divulge combinations of safes or vaults or leave combinations where they can be found or easily deciphered.
- Record serial numbers of all valuable office equipment. If anything is stolen or missing, a record of serial numbers will aid in the recovery of the items.

SECURITY – AFTER BUSINESS HOURS

After normal business hours, please make sure that all entry doors to your suite are closed and locked.

Do not allow anyone to follow you into the building after normal business hours. If you encounter someone having problems gaining entrance into the building, do not let them in. Instead, contact the office of the building.

The office of the building recommends that you keep all valuables and personal property locked up during non-business hours.

PREVENTION

To reduce crime, emphasis should be placed on preventive rather than reactive measures. Preventive measures against office thefts and crimes against persons can best be achieved through the individual efforts of each employee.

All suspicious or criminal activities should be reported immediately, first to the police department and then to the office of the building.

SOLICITING AND LOITERING

Canvassing, soliciting, peddling and loitering are not allowed anywhere on the property. If you are approached by a solicitor of any kind, or if you observe an individual engaged in such activities, contact the management office as soon as possible.

MOVING

GENERAL INFORMATION

All tenant moves—into, out of, or within the building—must be coordinated with the office of the building. Please notify the Property Manager of your proposed moving date and to schedule the freight elevator. The moving company must provide a certificate of insurance to the office of the building at least five days prior to the day of the move.

The Office of the Building also requires that the moving company provide protection for building floors, walls and elevators during loading and unloading. If you are not using a moving company, please call the management office for assistance in coordinating the use of the elevator and protection of floors, walls and elevators.

In general, moves must be undertaken during non-business hours to simplify access to the building and minimize any disturbance to other tenants. If this is inconvenient, the office of the building will attempt to accommodate your schedule in every way possible.

VENDOR INSURANCE REQUIREMENTS

VENDOR INSURANCE REQUIREMENTS

The Vendor Certificate of Insurance REQUIREMENTS are as follows:

TYPE OF INSURANCE MINIMUM COVERAGE

Workers Comp Statutory

Employers Liability \$1,000,000

Commercial GL \$2,000,000 per location aggregate

Auto \$1,000,000 combined single limit

Umbrella Liability \$4,000,000 combined single limited

(following form basis)

Liquor Liability / dram shop \$10,000,000 per occupancy in the aggregate – required only if alcoholic beverages are sold or served.

All General Liability policies must identify:

Additional Insured (applicable to GL and liquor liability):

300 W. Adams (Chicago). LLC as Owner; Wilson HCF Wisconsin Holdings LLC

a Wisconsin limited liability company

c/o Heitman as Lender and 300 W. Adams Management, LLC as Manager

Certificate Holder

300 W. Adams Management, LLC, 300 W. Adams Street, Chicago, IL 60606

Please submit the certificate of insurance and endorsement to the address under the certificate holder.

A certificate of insurance naming both the landlord and tenant as additional insured must be furnished to the office of the building before any work can be performed on the premises or before items can be moved onto or off of the premises. Please contact the office of the building for the exact name of the landlord to be included in the certificate.

If your vendor is unwilling to provide the required certificate, they may be denied access to the building.

ALTERATIONS AND REMODELING

Alterations to tenant suites require the approval of the office of the building and may require a building permit. Requests to make alterations should be sent in writing to the Property Manager. Only contractors approved by the office of the building can perform alterations. All construction contractors including general, electrical, plumbing and phone contractors must register with the office of the building at least one week prior to performing any work in the building. Installing or maintaining systems that affect the building's infrastructure, such as HVAC equipment, electrical, or communication equipment, computer or alarm systems, power or fire protection, must also be coordinated with and approved by office of the building.

No work can be performed without an approved certificate of insurance on file.

Exhibit A

Janitorial Specifications

Janitorial services will cover the specifications as follows and it is expected that all building areas will be maintained and the necessary spot cleanings performed to ensure the continued satisfaction of the client and employee base. Services shall include, but not be limited to the following:

1) OFFICE AREAS (ALL FLOORS)

NIGHTLY SERVICES (FIVE NIGHTS PER WEEK)

1. Empty all waste receptacles. Clean and reline when needed. Remove materials to designated areas.
2. Remove recycling materials when container is full (see weekly)
3. Vacuum all carpeted main traffic and use areas, including conference rooms, reception areas, interior stairwells, hallways and corridors with the exception of individual offices (see weekly). Spot vacuum/clean all other areas as needed.
4. Wash and sanitize all drinking fountains.
5. Damp-mop spillage in uncarpeted office areas.
6. Spot clean carpets to remove light spillage. Report large spills to supervisor.
7. Assure all designated locked doors are closed after area has been cleaned.
8. Activate all alarm systems as instructed by occupant (if applicable).
9. Arrange chairs at desk and conference room tables and turn off lights upon exiting.
10. Clean conference room tables and remove any remaining food items.
11. Clean and sweep all lunchroom/eating areas. Wash and wipe tables and counter tops and clean sinks.
12. Remove scuff marks on floors as needed.

WEEKLY SERVICES

1. Remove recycling material when container is full.
2. Vacuum all carpeted areas completely, private office and cubicle interiors, desk knee area spaces and under waste containers.
3. Dust and wipe clean with damp or treated cloth all office furniture, file cabinets, and cubicle partition tops, (DO NOT MOVE PAPERS).
4. Remove all finger marks and smudges from all vertical surfaces, including doors, door frames, around switches, private entrance glass and partitions.
5. Damp wipe and polish all glass furniture tops.
6. Damp mop hard surfaced floors and/or uncarpeted floors.
7. Sweep uncarpeted floors employing dust control techniques with exception of lunchrooms (which is to be performed nightly).

MONTHLY SERVICES

1. Dust and wipe clean chair bases and arms, telephones, cubicle shelves, window sills, relite ledges and all other horizontal surfaces as needed to maintain clean appearance (DO NOT REMOVE PAPERS).
2. Edge vacuum all carpeted areas as needed.

2) RESTROOM

NIGHTLY SERVICES (FIVE NIGHTS PER WEEK)

1. Clean and sanitize all mirrors, bright work, countertops, and enameled surfaces.
2. Wash and disinfect all drains, urinals, bowls (cleaning underside of rim) and fixtures using scouring powder to remove stains.
3. Wash both sides of all toilet seats with soap and/or disinfectant.
4. Clean flushometers, piping, toilet seat hinges, and other metal.
5. Empty, clean, and damp wipe all waste receptacles.
6. Sweep, wet mop, and sanitize entire floor, including around toilet seats and under urinals.
7. Damp wipe all walls, partitions, doors, and outside surfaces of all dispensers as needed.
8. Fill toilet paper, soap, towels, and sanitary napkin dispensers (if applicable).
9. Wash and disinfect all shower walls, floors, bright work, and doors (if applicable).
10. Replace trash liner.

WEEKLY SERVICES

1. Flush water through P-trap weekly to ensure elimination of odor.

MONTHLY SERVICES

1. Machine scrub floors.

3) LOBBY, ELEVATORS, CORRIDOR, INTERIOR STAIRWAYS (EXCLUDING EMERGENCY EXIT STAIRWAYS) AND ENTRANCE AREAS

NIGHTLY SERVICE (FIVE NIGHTS PER WEEK)

1. Keep janitorial rooms clean, neat and orderly condition.
2. Maintain all janitorial carts and equipment in safe and clean condition.

5) FITNESS CENTER (IF APPLICABLE) (PLEASE BREAK OUT COST AS SEPARATE BID)

NIGHTLY SERVICE

1. Vacuum all exposed carpeted floors.
2. Spot clean all mirrors and walls.
3. Spray and disinfect fitness center equipment nightly.

WEEKLY SERVICES

1. Edge vacuum all carpeted areas as needed.
2. Dust all ledges as needed.
3. Clean mirrors completely.
4. Stocking supplies and towels.

6) LOCKER ROOMS (IF APPLICABLE)

NIGHTLY SERVICES (FIVE NIGHTS PER WEEK)

1. Perform complete building cleaning specifications to restrooms and locker room areas.
2. Clean and disinfect showers completely, including walls, doors, floors, and floor drains.

7) LOADING DOCK, VAN PARKING AREAS, TRASH RECYCLING AREAS

NIGHTLY SERVICES (FIVE NIGHTS A WEEK)

1. Empty and reline all waste receptacles.
2. Sweep ramps, loading bays and parking areas for trash and cigarette butts.

8) GENERAL BUILDING COMMON AREA SERVICES

NIGHTLY SERVICE (FIVE NIGHTS PER WEEK)

1. Spot clean and restock as needed all janitorial service closets.
2. Pick up and compact all recycle trash, including boxes in accordance with tenants recycle specifications.
3. Vacuum all garage lobbies and elevator carpet.

RECHARGEABLE SERVICES

Wash walls
Strip and seal resilient flooring
Clean wood paneled walls
Shampoo carpets
Assist in special events
Construction cleanup
Wash waste cans, furniture, chair pads, etc.
Wash chalkboards, whiteboards, and display cases
Removal of large debris (i.e. boxes and files)
Change non-typical lamps
Defrost and clean refrigerators
Clean accent lighting fixtures