**Exhibit Four**

Child Development Center (CDC)

1. All cleaning in the Child Development Center is to take place between 7:00 pm and 11:00 pm nightly. All cleaning products must be pre-approved by the director of the CDC and must be a product that is safe and hypersensitive for children.
2. All office related areas in the Child Development Center is to follow the same guidelines for cleaning general office areas as outlined in the University specifications. Schedule will be confirmed with the director of the Child Development Center.
3. Empty trash receptacles and change liners daily.
4. Empty paper recycling bins in all common areas on an as need basis.
5. Empty can and bottle recycling bins, clean units on a daily basis to eliminate attracting of insects and other pests. Receptacles to be scrubbed out and sanitized monthly.
6. Sweep/dust and mop hard surface floors making sure all debris and foreign matter are completely removed from floor surface, corners and hard to reach areas.
7. Spot clean all interior window surfaces to remove fingerprints etc.
8. Clean interior windows quarterly.
9. Spot clean walls and baseboards. Remove discarded tacks, tape or tape residue on walls.
10. Spot clean doors and door hardware. Remove discarded tacks, tape or tape residue on doors.
11. Damp wipe trash and recycling receptacles.
12. Wet mop all entry areas paying special attention to corners, edges.
13. Dust blinds including both front and back surfaces.
14. Vacuum drapes where applicable quarterly to remove dust.
15. Vacuum carpets and walk off mats.
16. Shampoo carpets as per schedule and walk off mats as required.
17. Dust furniture, railings, ledges, window ledges, mullions, and all surfaces in high traffic areas.
18. Clean all table surfaces, hard seating and counters daily with an approved disinfectant appropriate for areas occupied by young children.
19. Spray buff floor surfaces.
20. Strip and re-finish floors.
21. Dust mop, making sure floor is free of debris and foreign matter.
22. Auto-scrub with a neutral cleaning solution.
23. Burnish floors with High Speed buffer (1500+ RPM).
24. Apply floor restorer,
25. Scrub all related restroom floors and walls monthly.
26. All restroom cleaning in the CDC shall follow the same guidelines for all other University restrooms using a pre-approved disinfectant appropriate for areas occupied by young children.