

WORK SCHEDULE AGREEMENT

-between-

[REDACTED]

-and-

SPARK SUPER INC.

This is to certify that commencing on April 1, 2012, [REDACTED] agrees to pay SPARK SUPER INC. (See Payment Schedule) Dollars, plus tax, per week for the following work as outlined.

I. CLEANING

- A. SIDEWALK & VESTIBULES - Must be swept and cleared of all debris, DAILY.
- B. FRONT DOORS - Glass to be cleaned daily.
- C. GROUND FLOOR Must be cleared of all debris, daily.
- D. HALLWAY FLOORS Must be cleared of all debris, three (3) times per week.
- E. BASEMENTS - Must be cleaned once per week.
- F. HANDRAILS - Must be wiped down and dusted once per week.
- G. COURTYARD - Must be swept once per week.
- H. VESTIBULES - Clean floors once per week.

II. GARBAGE

- A. Resident's bagged garbage will be collected from Courtyard and Compactor areas every Monday, Wednesday and Friday.
- B. Collected garbage is to be neatly piled onto the sidewalk before sanitation pick-up on Tuesdays, Thursdays, and Saturdays.
- C. All recyclables must be put out on the proper date designated by the Sanitation Department.

III. OTHER DUTIES

- A. A walk through of each building must be conducted at least three (3) times per week.
- B. The roof must be inspected carefully once a week.
- C. All exterior lighting must be inspected twice per week.
- D. Boiler and burner must be checked on a daily basis.
- E. All mailbox/buzzer labels must be maintained with current resident name.
- F. Basements must be kept in clean, clear condition at all times in all buildings. Good working lighting must exist at all times.
- G. Any changes, move-in/move-out should immediately be reported to the Tudor building manager and the Board.
- H. Monitor fuel delivery/keep slips.
- I. Monitor move-ins and move-outs of subtenants.

IV. REPAIRS

- A. Must be reported to Managing Agent whenever an outside contractor is needed for any building repair.
- B. Immediately check and report to Managing Agent any repairs requested by a resident and/or shareholder.
- C. All supplies must be ordered only upon approval from the Managing Agent and/or the Board of Directors.

Available Thursday, 1 - 4 P.M. on premises, as well as other times as needed/requested.



SPARK SUPER