



# CLEANING PROPOSAL

BILL TO

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

FOR	
LOCATION	
CONTACT	PHONE

AREA /ITEMS	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	OTHER	AREA /ITEMS	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	OTHER
<b>RESTROOMS</b>						<b>DOORS / WALLS / PARTITIONS</b>					
TOILETS / SINKS / URINALS	CLEAN / SANITIZE / POLISH					ENTRANCE GLASS DOORS	CLEAN				
TRASH CONTAINERS	EMPTY/LINE/CLEAN/SANITIZE					INTERIOR GLASS	CLEAN				
DISPENSERS: SOAP, TOWEL, TISSUE, NAPKIN	FILL / CLEAN / SANITIZE					LEDGES / WINDOW SILLS	DUST				
GLASS / MIRRORS / CHROME HARDWARE	CLEAN / POLISH					DOORS / FRAMES / WALLS	SPOT CLEAN				
FLOORS	SWEEP/DAMP MOP/SANITIZE					BASEBOARDS	DUST				
PARTITIONS / DOORS	DUST/DAMP MOP/SPOT CLEAN										
WALLS BY SINKS / URINALS	DAMP WIPE										
FLOOR DRAINS	SEAL / CLEAN					<b>MISCELLANEOUS</b>					
						WASTE CANS	EMPTY				
						ASH TRAYS / URNS	EMPTY / DAMP WIPE				
<b>FLOORS</b>						VENDING MACHINES	DAMP WIPE				
RESILIENT	SWEEP					LIGHTS	REPLACE / DUST				
RESILIENT	DAMP MOP					CHAIRS / CLOCKS / PICTURES	DUST / DAMP WIPE				
RESILIENT	WAX					VENTS / LOUVERS / FANS / BLINDS	CLEAN / VACUUM				
RESILIENT	BUFF					UPHOLSTERED FURNITURE / DRAPES	VACUUM / SHAMPOO				
CEMENT / TERRAZZO / TILE / OTHER	SWEEP / DAMP MOP					GLASS WINDOWS / DOORS	CLEAN				
RUGS / CARPETS	VACUUM / SHAMPOO					MATS	VACUUM / PICKUP-TURN				
						DRINKING FOUNTAINS	CLEAN/POLISH/SANITIZE				
<b>EXTERIOR</b>						KICKPLATES / THRESHOLDS	CLEAN / POLISH				
ENTRANCE	SWEEP					LIGHT SWITCHES/HANDLES/PUSH PLATES	CLEAN / POLISH				
PAPER / DEBRIS	PICK UP					DESKS / TABLES / PHONES	DUST/DAMP WIPE/SANITIZE				
SIDEWALKS	SWEEP					JANITOR'S STORAGE AREAS	CLEAN/ORGANIZE/RESTOCK				
PARKING LOTS	SWEEP										

SPECIAL INSTRUCTIONS

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## TERM AND CONDITIONS

- Cleaning supplies to perform this service will be supplied by: \_\_\_\_\_
- If this Agreement proves unsatisfactory, it may be terminated by a 30 day written notice by either party.
- Total costs of services will be \$ \_\_\_\_\_ per month. Date \_\_\_\_\_
- Date services begin \_\_\_\_\_
- This offer or Agreement expires on \_\_\_\_\_
- Quoted by \_\_\_\_\_

Authorized Signature of Acceptance \_\_\_\_\_ Date \_\_\_\_\_