



Contact: Ruth Hanrahan
Office: 603-505-9012

Commercial Cleaning Proposal

George B. White Building
Deerfield, N.H. 03037

Contact: Ruth Hanrahan
Address: 154 Mountain Ave. Northwood NH. 03261

Date: October 30 2019	File Number:
Phone Number:	Renewal Date: January 1, 2020

AREAS	DESCRIPTION	FREQUENCY					AREAS	DESCRIPTION	FREQUENCY				
RESTROOMS	# of Restrooms:	D	W	B	M	O	EXTERIOR		D	W	B	M	O
Toilets - Urinals	Clean - Sanitize	x					Trash - Ashtrays	Empty - Clean - Line					
Sinks - Counters - Mirrors	Clean - Sanitize	x					Doors - Windows	Wipe Down - Clean	x				
Floors - Drains	Sweep - Mop - Clean	x					Parking Lot - Sidewalks	Pick-up Trash - Sweep	x				
Walls - Partitions - Doors	Clean - Sanitize - Dust					x	Other						
Trash	Empty - Clean - Line	x					BREAK ROOM		D	W	B	M	O
Supplies	Fill - Restock		x				Floors	Sweep - Mop		x			
Other							Tables - Chairs	Clean - Sanitize		x			
MAIN FLOOR	# of Floors:	D	W	B	M	O	Counters - Appliances	Clean - Sanitize		x			
Floors	Sweep - Mop - Vacuum	x					Windows - Blinds - Doors	Clean - Dust					x
Walls - Doors	Clean - Dust					x	Other						
Counters	Clean - Sanitize						MISCELLANEOUS		D	W	B	M	O
Trash	Empty - Clean - Line	x					Stock Room	Dust - Sweep - Mop		x			
TV - Pictures - Lights	Dust			x			Shelving Units	Dust					
Windows - Sills - Blinds	Clean - Dust					x	Mats - Runners	Vacuum - Shampoo		x			
Registers - Phones	Clean - Sanitize					x	Carpet Cleaned	Shampoo - Scotch Guard					
Other	8 locked offices includes big meeting room						Other	Hallways	x				

COMMENTS / SPECIAL INSTRUCTIONS:

TERMS OF SERVICE	Acceptance of Proposal
	Business Name agrees to perform the work specified for a sum of \$ <u>300.00</u> dollars
	per week. Invoices will be submitted weekly. Services will begin
	on <u>January 1 2020</u> at <u>3</u> days per week for a duration of <u>12</u> months.
	Authorized Signature: _____ Date: _____
	<i>*By signing you are agreeing to the entire contents of this proposal. If you decide to terminate this agreement you must do so in writing with 30 days notice. Payment will be due for all services rendered.</i>

January 1, 2020

Ruth Hanrahan.

George B. White Building cleaning Schedule (12 Hours per week)

Monday: Early AM (3 Hours): Common Areas; All floors vacuumed + wet moped
All Bathroom Floors Vacuumed +Wet moped, sinks, toilets, urinals, and mirrors cleaned, check soap, toilet paper, center pull refill if needed, check bathroom stall walls and wipe down if needed, remove trash from all bathrooms and hallways, clean break room if needed, sweep in front of all out side doors if needed plus clean glass doors inside and out if needed.

Wednesday: Early Am (3 Hours): common areas; All floors vacuumed + wet moped(All Bathroom Floors vacuumed +wet moped, sinks, toilets, urinals, and mirrors cleaned, check bathroom stall walls and wipe down if needed, check soap, toilet paper air fresheners ,baby wipes center pulls refill if needed) sweep in front of all outside doors if needed plus clean glass doors inside and out if needed, Clean Break room if needed.

Thursday: Early AM (6Hours): Clean Police Department, GBW Office's, And Bathrooms up stairs, Front Offices such as Assessing Office ,Tax Collectors and town clerks, common Areas and lobby including hallways all vacuumed + floors washed. Dusting desks if they are Permissible and sanitizing counters, All bathrooms floors vacuumed and wet moped, sinks, toilets, urinals, mirrors all cleaned. Check soap, toilet paper, center pull, air fresheners, baby wipe refill if needed. Remove all trash from all bathrooms and hallways. Clean Break room if needed. Clean all glass on Entrance doors inside and out if needed and check any windows for prints or bugs.

Weekly: Dust and check for cobwebs, window sills, base boards, and pictures cleaned legs of Furniture, spot clean rug if needed, remove any marks on doors and walls,. Ceiling vents, dust exposed pipes for cobwebs. Let Ray know if any supplies need to be ordered.

Monthly: Restock supplies in all bathrooms or when needed, any windows that need to be washed.wax on the big main meeting room floor. supply closets kept neat and organized.