

## MANUFACTURER/CLEAN ROOM ENVIRONMENT

### 100,000 SQ. FT. FACILITY

WHERE WE'LL BE CLEANING	HOW OFTEN
All Entrance ways, front and bac	7x/week
Lobby	7x/week
Waiting Area	7x/week
Reception Area- Brown carpet, then Laminate, as it extends out into building	7x/week
Executive office area upstairs in Admin Building #1	7x/week
Individual offices ( Corp HR and IT only while they are there!)	7x/week
Perimeter offices- mostly all around perimeter upstairs is VCT, all the rest is carpet	7x/week
Multi-station offices	7x/week
Individual cubicles	7x/week
Laboratories- 4 Main Clean Rooms- some with several chambers (3 epoxy floor	7x/week
2 with VCT. They have dailies, weeklies, Monthlies	7x/week.
Kitchen - Main. 12 tables, weekly fridges with glass fronts. 4 microwaves- Pati	7x/week
Coffee Nooks- 2 ( counters, coffee pots)	7x/week
Conference rooms- Ten scattered about	7x/week
All Restrooms- one set in Building #2, Two sets in Admin building. Plus one exec	7x/week
Hallways- mostly VCT- need monthly buffing	7x/week
Stairwells- 3 sets of stairs- all are used!	7x/week
Elevator	7x/week
Storage room- Stock warehouse- ( VCT) daily, mop trash a few offices, shipping	7x/week
Equipment Maintenance Dept- every shift--- mop, vac, trash	7x/week
Janitorial Storage kept tidy	7x/Week

**WHAT WE'LL BE DOING****HOW OFTEN**

Exterior trash and ashtrays - patio also when active	7x/week
Clean entry way windows, doors, knobs, jambs, kick plates, entry area	7x/week
Spot clean light switches, interior doors\frames, other accessible vertical surfaces	7x/week
Disinfect counter tops, free of grime and debris	7x/week
Dust individual desks if papers are cleared if requested Monthly- ( No other time)	1x/month
Dispose of waste and install new liners	7x/week
Remove recycling, place in proper bins- Follow your procedures	7x/week
Clean and disinfect water fountains	7x/week
Wipe down conference tables and brush off chairs	7x/week
Wipe down leather furniture	7x/week
Tidy and replace all furniture to proper position	7x/week
Clean elevator- interior walls, panels, floor or carpet, tracks, exterior	7x/week
Vac and service stairwells	7x/week
Follow all proper procedures daily, weekly and monthly rotations in 4 clean rooms	7x/week
Feather dust office furniture, file cabinets, credenzas, shelf décor	3x/week
Feather dust all picture frames, low level light fixtures, wall hangings	3x/week
Feather dust computer screens, keyboards, fax, copiers, other office equipment	3x/week
Wipe down window sills	2x/month
Damp wipe baseboards and chair bases	2x/month
Feather dust window blinds	1x/month
Brush clean all air grills, vents\returns below 10 feet height with an extension rod	4x/year
Clean inside/outside of waste and recycling receptacles	As needed
Remove cobwebs	As needed
Change light bulbs	As needed
Feather dust plants	As needed

Water Plants As needed

**MORE AREA SPECIFICSHARD FLOORS**

**HOW OFTEN**

Sweep or vacuum all traffic areas 7x/week

Thoroughly mop all areas 7x/week

Replace all moved furniture 7x/week

Sweep corners, edges and non-traffic areas 7x/week

Deck brush ceramic to thoroughly clean grout 1x/month

Machine Buff VCT to remove scuff marks- halls, stock, kitchen, admin 1x/month

Strip, seal and wax hard flooring included on rotation in each area

**CARPETS**

**HOW OFTEN**

Vacuum all traffic areas 7x/week

Spot clean all areas, checking for fresh spills 7x/week

Replace all moved furniture 7x/week

Vacuum corners, edges, under desks and non-traffic areas with crevice tool 1x/week

Clean all carpet not included and priced below

**RESTROOMS**

**HOW OFTEN**

Clean vertical surfaces: walls, doors, and partitions 7x/week

Disinfect counter tops, sinks 7x/week

Detail: door handles, kick plates, light switches and dispensers 7x/week

Clean and disinfect toilets 7x/week

Polish all fixtures 7x/week

Clean all mirrors, surrounding light bulbs 7x/week

Dispose of waste and install new liners 7x/week

Spot clean and/or shine any bright receptacles 7x/week

Low dusting: baseboards, toilet bases and beneath sinks 7x/week

Wet mop hard surface floors using fresh smelling disinfectant 7x/week

Restock hand soaps and paper disposables 7x/week

High dusting: air grills, ceiling fixtures, partition tops 1x/week

**KITCHEN ( And 2 Nooks)****HOW OFTEN**

Clean vertical surfaces: cabinets, appliances and walls ( near trash cans)	7x/week
Wipe down exterior of appliances and counter tops	7x/week
Clean and disinfect sink, faucet, surrounding counter	7x/week
Restock any paper disposables	7x/week
Wipe down inside of microwaves	7x/week
Wipe down inside of refrigerators	1x/week

**GLASS****HOW OFTEN**

Clean entrance way doors glass and surrounding sidelights	7x/week
Spot clean interior glass doors/glass partitions/mirrors/interior sidelights	3x/week
Windex picture frame glass	2x/month

**PRACTICES SECURITY**

Personnel have cell phones, uniforms, tags

Work in a group, from one section to another using team method.

Rationale: Safety, team camaraderie, certain tasks are owned by each person, energy efficient.

**COMMUNICATION IS KEY !**

Complete check list and check communication book each evening.

We utilize various communication methods to assure highest quality is delivered:

Fluent, Experienced area managers checking work

Daily Log, Check list system, Service evaluation

Phone call check ups, Email communication, Owner visits

Evening team leader checks work daily. Communicates with crew/management daily.

**MATERIALS AND EQUIPMENT**

Evening Janitorial Contractors provide all cleaning equipment you do not have

Client supplies all chemicals and solutions

Equipment Utilized:

Low rpm ( 175) buffer/scrubber machine for tile (with pad), and brush attachment

Vac Packs by Pro-Team. Ergonomic machines sit on user's hip.

Comes with Utility belt/tool attachments for ease of reaching under desks, high woodwork dusting

Also has upholstery attachment. Triple filter system assures exhaust is clean.

All disposable paper goods, liners, soap are not included. Client supplies inventory- we restock.