

## TYPICAL AUTOMOBILE DEALERSHIP

## HOW OFTEN

|   |         |
|---|---------|
| All Exterior Entry ways   | 7x/week |
| Reception Area  | 7x/week |
| Showroom floor (get corners use clean water rinse<br>On white ceramic tile  | 7X/week |
| Sales offices along back of showroom floor                                  | 7x/week |
| Individual offices in hall and scattered about                              | 7x/week |
| Coffee Nook on sales floor  | 7x/week |
| Other Offices upstairs, (Biz Office) plus conference<br>Room and break room | 7x/week |
| Restrooms for clients, staff  | 7x/week |
| Client Lounge with TV and leather chairs                                    | 7x/week |
| Stairwell   | 7x/week |
| Service Advisors' Office  | 6x/week |
| Cashier   | 6x/week |
| 2 Restrooms Down stairs   | 6x/week |
| Service Managers' Office  | 6x/week |
| Parts-Back Section for the techs  | 6x/week |
| Other offices upstairs-also restroom  | 6x/week |
| Carpeted stairwell  | 6x/week |
| Shop Floors-6 Evenings scrub with machine                                   | 6x/week |
| All Janitorial Closets kept neat and clean                                  | 7X/week |

## WHAT WE'LL BE DOING BASIC SERVICES

## HOW OFTEN

|  |           |
|--|-----------|
| Exterior Trash or ashtrays   | 7x/week   |
| Clean all entryway windows, doors, and entry areas daily                               | 7x/week   |
| Spot clean light, walls doors, door framed.  | 7x/week   |
| DUST individual desks once a week on Saturday night if cleared off                     | 7x/week   |
| Spot clean all other visible vertical and horizontal surface<br>Common tables, counter | 7x/week   |
| Dispose of waster and install new liners, if necessary                                 | 7x/week   |
| Remover recycling, place in proper bins  | 7x/week   |
| Clean inside/outside of waste and recycling receptacles (chrome)                       | as needed |
| Clean and disinfect sinks, water fountains   | 7x/week   |
| Wipe down Conference tables and chairs   | 7x/week   |
| Dust office furniture, rollers, and file cabinets, desk/shelf décor                    | 7x/week   |
| Dust computer screens, keyboard, fax, copiers, misc office equip                       | 7x/week   |
| Tidy and replace all furniture to proper positions                                     | 7x/week   |

|  |           |
|--|-----------|
| Clean elevator-interior walls, panels, floor or carpet, tracks, exterior | 7x/week   |
| Wipe down all handrails on stairwell-get wall fingerprints               | 1x/week   |
| Wipe down windowsills  | 1x/week   |
| Dust all picture frames, clean glass, light fixtures, and wall hangings  | 1x/week   |
| Dust, damp wipe baseboards   | 2x/month  |
| Dust window blinds   | 1x/month  |
| Brush clean all air grill, vents, returns                                | 1x/month  |
| Remove cobwebs   | as needed |

## HARD SURGACE FLOORS

## FREQUENCY

|  |         |
|--|---------|
| Sweep or vacuum all traffic areas            | 7x/week |
| Mop all areas                                | 7x/week |
| Replace all moved furniture                  | 7x/week |
| Sweep corners, edges and non-traffic areas   | 2x/week |
| Deck brush ceramic to thoroughly clean grout | 1x/week |
| Strip, sea, wax no included                  |         |

## CARETS

## FREQUENCY

|   |         |
|---|---------|
| Sweep or vacuum all traffic areas           | 7x/week |
| Mop all areas                               | 7x/week |
| Replace all moved furniture                 | 7x/week |
| Sweep corners, edges and non-traffic areas  | 7x/week |
| Deck bush ceramic to thoroughly clean grout | 7x/week |

## RESTROOMS

## FREQUENCY

|  |          |
|--|----------|
| Spot clean vertical surfaces: wall, doors, and partitions              | 7x/week  |
| Wipe down horizontal surfaces: counter tops, dispensers, and toilets   | 7x/week  |
| Detail: door handles, kick plates and light switches                   | 7x/week  |
| Clean and disinfect toilets (inc. base and rear)                       | 7x/week  |
| Polish all fixtures  | 7x/week  |
| Dust partitions and ledges   | 7x/week  |
| Low dusting: baseboard, toile based and beneath sinks                  | 7x/week  |
| Wet mop hard surface floors using germicidal product that smells fresh | 7x/week  |
| Restock hand soaps and paper disposables                               | 7x/week  |
| High dusting: air grills, ceiling fixtures                             | 1x/month |

## KITCHEN/EMPLOYEE BREAK AREAS

## FREQUENCY

|   |         |
|---|---------|
| Spot clean vertical surfaces: cabinets, appliances, vending and walls | 7x/week |
| Wipe down horizontal surfaces: tables, appliances and counter tops    | 7x/week |
| Clean and disinfect sink, faucet, and surrounding counter             | 7x/week |
| Restock any paper disposables   | 7x/week |
| Wipe down inside of microwave   | 7x/week |
| Rinse pots  | 7x/week |

## WINDOWS AND GLASS

## FREQUENCY

|   |         |
|---|---------|
| Clean entranceway door glass and windows                          | 7X/week |
| Spot clean glass doors/mirrors/picture glass (all interior glass) | 7x/week |
| Thoroughly clean interior/mirrors/picture glass (all entry's)     | 7x/week |

ALL PERIMETER WINDOWS PRICED BLEOW

## ***D EQUIPMENT***

Wessn's Janitorial Contractors provide all cleaning chemicals and all equipment

### **Equipment Utilized:**

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

## ***VALUE ADDED***

Great relationship with Cole Janitorial Supply

Manufacturer's reps will come to property to demonstrate improved products, methods  
Evening Janitorial clients get special wholesale rates, immediate delivery, and great  
service

Evening Janitorial can manage your supply closet and make customized fax order  
forms

You will be billed directly by Cole. No markup on supplies by Evening Janitorial.

### **Optional Services, billed separately:**

Full Perimeter Window Cleaning

Carpet cleaning

Strip, scrub, reseal, and wax hard surface flooring







