

TYPICAL HEALTH CLUB

66,000 SQ. FT.

WHERE WE'LL BE CLEANING	HOW OFTEN
All Entrance ways, front and back	7x/week
Lobby (half carpet, half tile)	7x/week
Reception Area, plus counter goes all around	7x/week
Executive office area, front right side	7x/week
Business offices	7x/week
Individual offices (trainer, your office, etc)	7x/week
Kids Area (single restroom)	7x/week
Cycle Studio (black matted flooring)	7x/week
Group Exercise Studio	7x/week
Pilates Room	7x/week
Exercise Equip/Fitness studio (rubberized flooring)	7x/week
Kitchen - small serving area, counter in lobby	7x/week
All Restrooms, 2 singles and also both men's and women's locker rooms, wet areas	7x/week
Hallways- 12" tiles and also floor mats roll up	7x/week
Stairwells- 2-carpeted	7x/week
Janitorial Storage kept tidy	7x/week
WHAT WE'LL BE DOING	HOW OFTEN
Police front door approaches for debris	7x/week
Clean entryway windows, doors, knobs, jambs, kick plates, and entry area	7x/week
Spot clean light switches, interior doors\frames, and 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 on Fridays (No other time)	1x/week
Spot clean all other visible/accessible horizontal surfaces below 8 feet	7x/week

Dispose of waste and install new liners	7x/week
Clean and disinfect water fountains	7x/week
Wipe down leather furniture	7x/week
Tidy and replace all furniture to proper position	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	1x/week
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

(Your staff does recycle, and all equipment cleaning)

MORE AREA SPECIFICSHARD FLOORS	HOW OFTEN
Sweep or vacuum all traffic areas	7x/week
Thoroughly mop all areas- black rubberized flooring damp mop, in between equip)	7x/week
Replace all moved furniture	7x/week
Sweep corners, edges and non-traffic areas	1x/week
Deck brush ceramic to thoroughly clean grout in lockers daily	7x/week
Machine Scrub Tile to refresh	1x/month
Strip, seal and wax hard flooring not included	

CARPETSHOW	HOW OFTEN
Vacuum all traffic areas	7x/week
Spot clean all areas, checking for fresh spills	7x/week
Replace all moved furniture	5x/week

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

Clean all carpet included, not included and priced below

RESTROOMS/WET AREAS, LOCKERS 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 dispenser's 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

Power foam disinfectant on showers, walls, sauna, hot tub area-deck brush off daily 7x/week

Hot Dry Sauna, clean shelving, flooring under seats nightly 7x/week

Restock hand soaps and paper disposables - NO--- Your staff does this 7Xweek

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

GLASS HOWOFTEN

Clean entrance way doors glass and surrounding sidelights 5x/week

Windex picture frame glass 2x/month

(Your staff does mirrors)

SECURITY PRACTICES

Make sure all doors are locked.

Disarm & arm security system

Personnel have cell phones

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

Wessne's Janitorial Contractors provide all our equipment- you supply chemicals

Equipment Utilized:

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

Vic 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.

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

Wessne's Janitorial can manage your supply closet and make customized fax order forms

If you choose, 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

Equipment cleaning

Day Porters Available