



## CHECKLISTS – OFFICE BUILDINGS

### Residential & Commercial Cleaning Services

We maintain healthy spaces with a great work ethic, commitment to service & 100% happiness guaranteed.

Did we miss a spot? Let us know within 24 hours and we will return to re-clean any unsatisfactory areas.

All cleanings include 10-touch-point sanitation with EPA-Registered disinfectant to reduce the spread of germs.

#### What types of areas are included in our office cleanings?

Our staff is highly trained and experienced to leave these areas well-cleaned & presentable.

- Reception areas
- Conference rooms & work areas
- Break rooms
- Kitchens
- Restrooms

#### GENERAL CLEAN:

Available on a daily, weekly, 2-week or 4-week basis. Our goal is to give your staff and clients the peace of mind that all areas are clean and sanitized.

#### Reachable surfaces are CLEAN and DUSTED:

- 10-touch-points sanitized: light switches, door handles, handrails, keyboards, phones, office equipment, appliance handles, toilets sinks and elevator buttons.
- Wipe down entryway doors inside and out
- Cobwebs removed
- Window sills dusted
- Desktop and counter surfaces sanitized
- Office furniture dusted
- Kitchen/break room: sink, counters, appliance surfaces and interior/exterior microwave wiped
- Bathrooms: countertop, sink, toilets, & floors cleaned/sanitized
- Carpeted areas thoroughly vacuumed
- Floors swept and mopped
- Trash emptied & removed
- Report noticeable damage or missing items

#### DEEP CLEAN:

Thorough cleaning to hand wipe reachable surfaces and fixtures. Available on a one-time basis or before starting recurring services. Scheduled when most convenient for office attendees.

#### GENERAL CLEAN PLUS...

#### Reachable surfaces are HAND WIPED:

- 10-touch-points sanitized: light switches, door handles, handrails, keyboards, phones, office equipment, appliance handles, toilets sinks and elevator buttons.
- Air vents dusted
- Blinds hand wiped
- Furniture dusted & polished
- Lamps & lamp shades dusted
- Lights/ceiling fans dusted/washed
- Kitchen: cabinet fronts washed
- Bathroom: cabinet fronts washed and surrounding wall around toilet washed
- Baseboards dusted/hand washed
- Carpets deodorized
- Floors steam mopped
- Report noticeable damage or missing items.
- Report any restock supplies needed

#### ADDITIONAL SERVICES

##### OFFICE EXTRAS:

- Refrigerator interior cleaning: \$30 each
- Patio & furniture dusted & wiped: \$40
- Interior windows glass cleaning: \$6/window
- Shampoo/Steam Clean Carpets: \$65/first room + \$35/extra room

##### ORGANIZATION SERVICES:

Orderly spaces create productive spaces! Our organization service can help you with tasks like:

- Declutter your office
- Prepare for moving and unpacking
- Simply help create a day-to-day system

On-site meeting will be arranged to understand your needs and create a system that best suits your needs. Pricing is typically based by project or \$55/labor hour with a 2-hr minimum.

##### ERRAND RUN SERVICES:

Name your task...we are ready to serve as your assistant!

Let us help make the run to the grocery store, deliver mail, pick up dry cleaning, gift shopping, etc. \$30/hour available Monday to Friday 9AM - 5PM.

#### FOR ALL OFFICE CLEANING SERVICES:

- For consistent quality cleaning, we ask that you please paper and folders in a pile on desk and secure valuables before cleaning service. If clutter present, we will do our best to clean around it.
- Your vacuum is preferred to avoid cross contamination, yet we will always have a vacuum on-hand.
- No cleaning blood or feces (animal or human).
- No climbing higher than a 2-step ladder. Higher items will be dusted with an extension.
- We do our best to reach behind and under furniture.
- We cannot guarantee the results of blind cleaning. Excessive build up may require multiple visits.



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