



Cleanstart

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I, along with my Cleanstart team, would like to thank you for your time, interest, and the opportunity to present you with our cleaning maintenance program.

At Cleanstart we believe that our customers should not have to worry about the day to day issues of cleaning and maintenance. It is our goal to make your experience with Cleanstart one that is worry free. Ideally, as a customer you should not be burdened with the hassles of having to “manage” a “professional” janitorial company. Leave that to our staff!

You will find your customized quote on page 8 of this proposal. It also includes a detailed breakdown of our approach, the structure of our business, and the services we provide to companies like yours, throughout the Northwest.

It was a sincere pleasure to have been of service. If you have any further questions concerning this information, please contact me at your earliest convenience.

Sincerely,

Carrie Davis
(253) 222-3208
carrie@thecleanstart.com

“I want to let you know that by working with me I will be personally oversee the cleanliness and health of your building. Communication is also a top priority for me. I can personally guarantee your satisfaction!”

Tracy Johnson, Director of Operations



COMMUNICATION

Every successful job starts with the core belief that communication must be the top priority. At Cleanstart we stay available to you 24 hours a day to assist you by either telephone or a personal visit from one of our staff. We have found that when the communication breaks down between a provider and a customer usually trouble begins. You can feel confident that if a problem occurs we will solve it immediately.

TECHNOLOGY

Believe it or not cleaning methods are changing in the industry. We have made it a company philosophy to research the new trends that are working to create cleaner, healthier and time saving techniques that in turn bring the cost down for our valued customers. The benefit is providing customers with much more of an allergen free environment. At Cleanstart we clean your facility with "**Green Chemicals**" that are better for your work environment. It is our goal to provide you with a cleaner and healthier environment.

QUALITY CONTROL

Consistent cleaning requires on-going evaluations to maintain the highest level of performance. At Cleanstart we provide our customers with periodic evaluations of their facility. We also like to receive your comments on how we are providing you with service. In addition, every Cleanstart employee goes through a 40 hour training program to ensure that you are receiving the highest trained employee in the industry. ***At Cleanstart we also conduct "Black light Blue" inspections to make sure our cleaners are doing the job right!***

CLEANING AGREEMENT

You will receive a cleaning agreement that spells out exactly what we will provide to you. This allows you the comfort as a customer to know up front what we are going to do. No surprises! This is taken very seriously with us and if something is not being done on that agreement we will make sure that we provide you with what we promised. This agreement is for you to make sure that we are doing the job we spelled out. **NO ANNUAL CONTRACTS!**

SATISFIED CUSTOMERS

In the end our highest goal is to create happy customers that are confident to refer us to other businesses.



NIGHTLY CLEANING SCHEDULE

- Damp wipe horizontal and vertical surfaces of desks, tables, chairs, windowsills, pictures and all permanent office furnishings using microfiber towels including underneath keyboards.
- Spot clean horizontal and vertical surfaces including light switch plates and door trims for removal of spillage, marks, coffee rings, and fingerprints.
- Empty all trash and recycle receptacles and remove to a collection point, spot clean walls behind garbage cans and wipe down garbage can lids.
- Vacuum all carpeted areas including edges and underneath desks and behind doors.
- Spot clean carpets for spots or spills.
- Clean, polish, and sanitize drinking fountains, water coolers and sinks.
- Clean fingerprints and smudges from both sides of entrance glass and glass exit doors.
- Sweep all hard floor surfaces with microfiber dust mops.
- Wash and disinfect all hard floor surfaces with microfiber mops to remove stains or spillage.
- All walk off mats will be vacuumed and straightened.
- Police front entry and remove debris.
- Dust office windowsills.
- Spot clean relight glass/ reception glass.
- Clean and sanitize Kitchen tables and counter tops and cupboard facings.
- Wipe down garbage can lids.
- Wipe down kitchen appliances and underneath microwave(s).
- Wipe down lunchroom table and chairs.



- Scrub out all stainless steel sinks and wash dishes as needed.
- Straighten magazines and newspapers as needed.
- Straighten desk, conference, and lobby chairs.
- Sanitize and polish push plates.
- Straighten carpet runners.
- Damp mop chair mats as needed.

RESTROOMS

- Empty trash receptacles and wash if necessary.
- Empty sanitary napkin receptacle and wipe outside clean, using disinfectant.
- Clean and polish dispensers, mirrors, and fixtures.
- Clean and disinfect wash basins, commodes, and top and bottom of seats and urinals. De scale hard water stains.
- Spot clean walls, partitions, ledges, and baseboards.
- Dust tops of partitions.
- Restock all paper products and hand soap.
- Sweep and mop restroom floors using microfiber technology.
- Sanitize all “touch points”.



WEEKLY CLEANING SCHEDULE

- Dust all vertical surfaces of office furniture, including desks, tables, chairs, file cabinets, etc...
- High dusting, which include **air vents**, doorsills, lighting fixtures, ceiling corners and edges.
- Disinfect telephones and bases of telephones.
- Clean the inside of microwave ovens.
- Wash clean relight glass.
- Disinfect door knobs and handles throughout the facility.
- Spot clean waste receptacles if needed.
- Vacuum upholstered furniture.
- Damp wipe vinyl and upholstered chairs.

MONTHLY CLEANING SCHEDULE

- Dust baseboards throughout the facility.
- Polish office furniture with furniture polish.
- Dust mini blinds.
- Bright work, including push plates and kick plates will be polished.
- Toilets, sinks and urinals will be descaled.
- Low dust (including base of chairs).



Additional Special Services

On Occasion, services other than the regularly scheduled janitorial duties may be required. CleanStart is able to provide you with any of the following services.

CleanStart will perform these services and invoice separately from the general monthly cleaning contract.

Prices for these services will be quoted upon request:

- **Carpet cleaning**
- **Office furniture cleaning and drapery cleaning**
- **Upholstery cleaning**
- **Window cleaning**
- **Emergency cleaning including water and fire damage**
- **Consumable products supplier**
- **Facility management**
- **Pressure washing**
- **Fleet washing**
- **Pipe washing**
- **Floor stripping and refinishing**
- **Odor control**
- **Parking lot maintenance**
- **Commercial landscaping**
- **Mold remediation**
- **Consulting**
- **General contracting**
- **Garbage removal**
- **Residential turnovers**

At CleanStart we make it a point to stay on top of meeting our customer's needs at every level. If you are looking for something that is not listed above please call us and we will make every effort to provide you with what you are looking for.



PRICING QUOTE

To be determined after a no-cost assessment of the property and its needs. To make an appointment, please contact me:

Carrie Davis at (253) 222-3208 / carrie@thecleanstart.com.

I look forward to working with you.

Billing and payment schedule: Due to the fact that the largest percentage of the cost for this service is labor and supervision, it is necessary that payment be made by the last day of the month that services are rendered. CleanStart will consider payment not made by the fifth day of the following month overdue. Billing for regular monthly services and any periodically scheduled services (E.g. windows, carpets) will be invoiced after the completion of service and are due upon receipt. CleanStart invoices will be sent at the beginning of the month of service and in terms of (net 30).

References upon request****