

TYPICAL HEALTH CLUB

66,000 SQ. FT.

WHERE WE'LL BE CLEANING

HOW OFTEN

All Entrance ways, front and back	7 x/week
Lobby (half carpet, half tile)	7 x/week
Reception Area, plus counter goes all around	7 x/week
Executive office area, front right side	7 x/week
Business offices	7 x/week
Individual offices (trainer, your office, etc)	7 x/week
Kids Area (single restroom)	7 x/week
Cycle Studio (black matted flooring)	7 x/week
Group Exercise Studio	7 x/week
Pilates Room	7 x/week
Exercise Equip/Fitness studio (rubberized flooring)	7 x/week
Kitchen - small serving area, counter in lobby	7 x/week
All Restrooms, 2 singles and also both men's and women's locker rooms, wet areas	7 x/week
Hallways- 12" tiles and also floor mats, roll up	7 x/week
Stairwells- 2 carpeted	7 x/week
Janitorial Storage kept tidy	7 x/week

WHAT WE'LL BE DOING

HOW OFTEN

Police front door approaches for debris	7 x/week
Clean entry way windows, doors, knobs, jambs, kickplates, entry area	7 x/week
Spot clean light switches, interior doors\frames, other accessible vertical surfaces	7 x/week
Disinfect counter tops, free of grime and debris	7 x/week
Dust individual desks if papers are cleared if requested on Fridays (No other time)	1 x/week
Spot clean all other visible/accessible horizontal surfaces below 8 feet	7 x/week
Dispose of waste and install new liners	7 x/week
Clean and disinfect water fountains	7 x/week
Wipe down leather furniture	7 x/week
Tidy and replace all furniture to proper position	7 x/week
Feather dust office furniture, file cabinets, credenzas, shelf décor	3 x/week
Feather dust all picture frames, low level light fixtures, wall hangings	3 x/week
Feather dust computer screens, keyboards, fax, copiers, other office equipment	3 x/week
Wipe down window sills	1 x/week
Damp wipe baseboards and chair bases	2 x/month
Feather dust window blinds	1 x/month
Brush clean all air grills, vents\returns below 10 feet height with an extension rod	4 x/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 SPECIFICS

HARD FLOORS

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

CARPETS

	<u>HOW OFTEN</u>
Vacuum all traffic areas	7 x/week
Spot clean all areas, checking for fresh spills	7 x/week
Replace all moved furniture	5 x/week
Vacuum corners, edges, under desks and non-traffic areas with crevice tool	1 x/week
Clean all carpet included, not included and priced below	

RESTROOMS/WET AREAS, LOCKERS

	<u>HOW OFTEN</u>
Clean vertical surfaces: walls, doors, and partitions	7 x/week
Disinfect counter tops, sinks	7 x/week
Detail: door handles, kickplates, light switches and dispensers	7 x/week
Clean and disinfect toilets	7 x/week
Polish all fixtures	7 x/week
Clean all mirrors, surrounding light bulbs	7 x/week
Dispose of waste and install new liners	7 x/week
Spot clean and/or shine any bright receptacles	7 x/week
Low dusting: baseboards, toilet bases and beneath sinks	7 x/week
Wet mop hard surface floors using fresh smelling disinfectant	7 x/week
Power foam disinfectant on showers, walls, sauna, hot tub area-deck brush off daily	7 x/week
Hot Dry Sauna, clean shelving, flooring under seats nightly	7 x/week
Restock handsoaps and paper disposables - NO--- Your staff does this	
High dusting: air grills, ceiling fixtures, partition tops	1 x/week

GLASS

	<u>HOW OFTEN</u>
Clean entrance way doors glass and surrounding sidelights	5 x/week
Windex picture frame glass (Your staff does mirrors)	2 x/month

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

Evening Janitorial Contractors provide all our equipment- you supply chemicals

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.

VALUE ADDED

Great relationship with Cole Janitorial Supply

Manufacturer's reps will come to property to demonstrate improved products, methods

Evening Janitorial's clients get special wholesale rates, immediate delivery, great service

Evening 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