

# MANUFACTURER/CLEAN ROOM ENVIRONMENT

## 100,000 SQ. FT. FACILITY

### WHERE WE'LL BE CLEANING

	<u>HOW OFTEN</u>
All Entrance ways, front and back	7 x/week
Lobby	7 x/week
Waiting Area	7 x/week
Reception Area- Brown carpet, then Laminate, as it extends out into building	7 x/week
Executive office area upstairs in Admin Building #1	7 x/week
Individual offices ( Corp HR and IT only while they are there!)	7 x/week
Perimeter offices- mostly all around perimeter upstairs is VCT, all the rest is carpet	7 x/week
Multi-station offices	7 x/week
Individual cubicles	7 x/week
Laboratories- 4 Main Clean Rooms- some with several chambers (3 epoxy floor 2 with VCT. They have dailies, weeklies, monthlies.	7 x/week
Kitchen - Main. 12 tables, weekly fridges with glass fronts. 4 microwaves- Patio	7 x/week
Coffee Nooks- 2 ( counters, coffee pots)	7 x/week
Conference rooms- Ten scattered about	7 x/week
All Restrooms- one set in Building #2, Two sets in Admin building. Plus one exec	7 x/week
Hallways- mostly VCT- need monthly buffing	7 x/week
Stairwells- 3 sets of stairs- all are used!	7 x/week
Elevator	7 x/week
Storage room- Stock warehouse- ( VCT) daily, mop trash a few offices, shipping	7 x/week
Equipment Maintenance Dept- every shift--- mop, vac, trash	7 x/week
Janitorial Storage kept tidy	

### WHAT WE'LL BE DOING

	<u>HOW OFTEN</u>
Exterior trash and ashtrays - patio also when active	7 x/week
Clean entry way windows, doors, knobs, jambs, kick plates, 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 Monthly- ( No other time)	1 x/month
Dispose of waste and install new liners	7 x/week
Remove recycling, place in proper bins- Follow your procedures	7 x/week
Clean and disinfect water fountains	7 x/week
Wipe down conference tables and brush off chairs	7 x/week
Wipe down leather furniture	7 x/week
Tidy and replace all furniture to proper position	7 x/week
Clean elevator- interior walls, panels, floor or carpet, tracks, exterior	7 x/week
Vac and service stairwells	7 x/week
Follow all proper procedures daily, weekly and monthly rotations in 4 clean rooms	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	2 x/month
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
Change light bulbs	As needed
Feather dust plants	As needed
Water Plants	As needed

## **MORE AREA SPECIFICS**

### **HARD FLOORS**

	<u><b>HOW OFTEN</b></u>
Sweep or vacuum all traffic areas	7 x/week
Thoroughly mop all areas	7 x/week
Replace all moved furniture	7 x/week
Sweep corners, edges and non-traffic areas	7 x/week
Deck brush ceramic to thoroughly clean grout	1 x/month
Machine Buff VCT to remove scuff marks- halls, stock, kitchen, admin	1 x/month
<b>Strip, seal and wax hard flooring included on rotation in each area</b>	

### **CARPETS**

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

### **RESTROOMS**

	<u><b>HOW OFTEN</b></u>
Clean vertical surfaces: walls, doors, and partitions	7 x/week
Disinfect counter tops, sinks	7 x/week
Detail: door handles, kick plates, 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
Restock hand soaps and paper disposables	7 x/week
High dusting: air grills, ceiling fixtures, partition tops	1 x/week

## **KITCHEN ( And 2 Nooks)**

Clean vertical surfaces: cabinets, appliances and walls ( near trash cans)	7 x/week
Wipe down exterior of appliances and counter tops	7 x/week
Clean and disinfect sink, faucet, surrounding counter	7 x/week
Restock any paper disposables	7 x/week
Wipe down inside of microwaves	7 x/week
Wipe down inside of refrigerators	1 x/week

## **HOW OFTEN**

## **GLASS**

Clean entrance way doors glass and surrounding sidelights	7 x/week
Spot clean interior glass doors/glass partitions/mirrors/interior sidelights	3 x/week
Windex picture frame glass	2 x/month

## **HOW OFTEN**

## **SECURITY PRACTICES**

Personnel have cell phones, uniforms, tags

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 cleaning equipment you do not have  
Client supplies all chemicals and solutions

### **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

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

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

Full Perimeter Window Cleaning

Carpet cleaning