

TYPICAL PRIVATE SCHOOL

240 STUDENTS

WHERE WE'LL BE CLEANING

HOW OFTEN

Outside Trash cans and all fountains	5	x/week
All Entrance ways, front and back	5	x/week
Reception Area	5	x/week
Administrative office area, a few individual offices	5	x/week
Copy Room	5	x/week
Library	5	x/week
Staff lounge	5	x/week
All Restrooms	5	x/week
Hallways	5	x/week
All Classrooms	5	x/week
Science Lab	5	x/week
Kindergarten area	5	x/week
Extended Care	5	x/week
Kitchen - floors and trash daily- once weekly disinfect counters and appliance exteriors	1	x/week
Play structures and lot- keep tidy, use blower and rake for debris	1	x/week
Janitorial Storage kept tidy		

WHAT WE'LL BE DOING

HOW OFTEN

Exterior trash and fountains	5	x/week
Police front door approaches for debris	5	x/week
Police exterior of building for large debris	5	x/week
Clean entry way windows, doors, knobs, jambs, kickplates, entry area	5	x/week
Spot clean light switches, interior doors\frames, other accessible vertical surfaces	5	x/week
Clean all counter tops, free of grime and debris	5	x/week
Dust individual desks if papers are cleared (not kids' desks)	5	x/week
Spot clean all other visible/accessible horizontal surfaces below 6 ft.	5	x/week
Dispose of waste and install new liners	5	x/week
Remove recycling, place in proper bins	5	x/week
Clean and disinfect water fountains	5	x/week
Dust/wipe public phones	5	x/week
Tidy and replace all furniture to proper position	5	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

MORE AREA SPECIFICS

HARD FLOORS

	<u>HOW OFTEN</u>	
Sweep or vacuum all traffic areas	5	x/week
Spot mop all traffic areas and check for spills- thorough mop weekly	5	x/week
Replace all moved furniture	5	x/week
Sweep corners, edges and non-traffic areas	1	x/week
Deck brush ceramic to thoroughly clean grout in restrooms	1	x/month
Strip, seal and wax hard flooring included during Christmas and Summer		

CARPETS

	<u>HOW OFTEN</u>	
Vacuum all traffic areas	5	x/week
Spot clean all areas, checking for fresh spills	5	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 during summer		

RESTROOMS

	<u>HOW OFTEN</u>	
Clean vertical surfaces: walls, doors, and partitions	5	x/week
Disinfect counter tops, sinks	5	x/week
Detail: door handles, kickplates, light switches and dispensers	5	x/week
Clean and disinfect toilets	5	x/week
Polish all fixtures	5	x/week
Clean all mirrors, surrounding light bulbs	5	x/week
Dispose of waste and install new liners	5	x/week
Spot clean and/or shine any bright receptacles	5	x/week
Low dusting: baseboards, toilet bases and beneath sinks	5	x/week
Wet mop hard surface floors using fresh smelling disinfectant	5	x/week
Restock handsoaps and paper disposables	5	x/week
High dusting: air grills, ceiling fixtures, partition tops	1	x/week

KITCHEN IN EXTENDED CARE

	<u>HOW OFTEN</u>	
Floors and trash daily in Kitchen	5	x/week
Restock any paper disposables	5	x/week
Clean vertical surfaces: cabinets, appliances and walls (near trash cans)	1	x/week
Wipe down exterior of appliances and counter tops	1	x/week
Clean and disinfect sink, faucet, surrounding counter	1	x/week
Wipe down inside of microwave	1	x/week

GLASS

	<u>HOW OFTEN</u>	
Clean entrance way doors glass and surrounding sidelights	5	x/week
Spot clean interior glass doors/glass partitions/mirrors/interior sidelights	5	x/week

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

Saint Theresa provides all cleaning chemicals and all equipment

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.