

**ELB Cleaning Inc**

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Office Cleaning Consult

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| Contact: |
| Address: |
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| Date: | File Number: |

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| AREAS | DESCRIPTION | FREQUENCY | | | | | AREAS | DESCRIPTION | FREQUENCY | | | | |
| **RESTROOMS** | **# of Restrooms:** | **D** | **W** | **B** | **M** | **O** | **EXTERIOR** |  | **D** | **W** | **B** | **M** | **O** |
| Toilets ∙ Urinals | Clean ∙ Sanitize |  |  |  |  |  | Trash ∙ Ashtrays | Empty ∙ Clean ∙ Line |  |  |  |  |  |
| Sinks ∙ Counters ∙ Mirrors | Clean ∙ Sanitize |  |  |  |  |  | Doors ∙ Windows | Wipe Down ∙ Clean |  |  |  |  |  |
| Floors ∙ Drains | Sweep ∙ Mop ∙ Clean |  |  |  |  |  | Parking Lot ∙ Sidewalks | Pick-up Trash ∙ Sweep |  |  |  |  |  |
| Walls ∙ Partitions ∙ Doors | Clean ∙ Sanitize ∙ Dust |  |  |  |  |  | Other |  |  |  |  |  |  |
| Trash | Empty ∙ Clean ∙ Line |  |  |  |  |  | **SNACK / CAFFETERIA** |  | **D** | **W** | **B** | **M** | **O** |
| Supplies | Fill ∙ Restock |  |  |  |  |  | Floors | Sweep ∙ Mop |  |  |  |  |  |
| Other |  |  |  |  |  |  | Tables ∙ Chairs | Clean ∙ Sanitize |  |  |  |  |  |
| **MAIN FLOORS** | **# of Floors:** | **D** | **W** | **B** | **M** | **O** | Counters ∙ Appliances | Clean ∙ Sanitize |  |  |  |  |  |
| Floors | Sweep ∙ Mop ∙ Vacuum |  |  |  |  |  | Windows ∙ Blinds ∙ Doors | Clean ∙ Dust |  |  |  |  |  |
| Walls ∙ Cubicles ∙ Doors | Clean ∙ Dust |  |  |  |  |  | Other |  |  |  |  |  |  |
| Desks ∙ Tables ∙ Phones | Clean ∙ Sanitize |  |  |  |  |  | **MISCELLANEOUS** |  | **D** | **W** | **B** | **M** | **O** |
| Trash | Empty ∙ Clean ∙ Line |  |  |  |  |  | Water Fountains | Clean ∙ Sanitize |  |  |  |  |  |
| TV ∙ Pictures ∙ Lights | Dust |  |  |  |  |  | Vending Machines | Clean ∙ Sanitize |  |  |  |  |  |
| Windows ∙ Blinds | Clean ∙ Dust |  |  |  |  |  | Mats ∙ Runners ∙ Carpet | Vacuum ∙ Shampoo |  |  |  |  |  |
| Chairs ∙ Benches ∙ Couch | Vacuum ∙ Clean ∙ Dust |  |  |  |  |  | Elevators | Clean ∙ Sanitize |  |  |  |  |  |
| Other |  |  |  |  |  |  | Other |  |  |  |  |  |  |
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| **COMMENTS / SPECIAL INSTRUCTIONS:** |
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| **TERMS OF SERVICE**  ELB Cleaning Inc agrees to supply all materials needed to complete the job. Any changes in above specifications require a written change order in order for work to be completed. Cost may increase due to additional, unexpected work. A late fee of $30 will apply on accounts 30 days past due. | **Acceptance of Proposal**  ELB Cleaning Inc agrees to perform the work specified for a sum of $ dollars per month. Invoices will be mailed monthly due on the first of the month. Services will begin  on at days per week for a duration of months.  **Authorized Signature: Date:**  *\*By signing you are agreeing to the entire contents of this proposal. If you decide to terminate this agreement you must do so in writing with 30 days’ notice. Payment will be due for all services rendered.* |