



DSF Enterprises, Inc.
 Licensed - Bonded - Insured
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CLEANING PROPOSAL

| | |
|-----------|--------|
| For: | |
| Date: | Phone: |
| Location: | |

| SERVICES REQUIRED | | FREQUENCY | | | |
|-----------------------------------|---------------------------------|-----------|--|--|--|
| AREA / ITEMS | DESCRIPTION | Other | | | |
| | | Monthly | | | |
| | | Weekly | | | |
| | | Daily | | | |
| RESTROOMS | | | | | |
| Toilets • Sinks • Urinals | Clean • Sanitize • Polish | | | | |
| Trash Containers | Empty • Line • Clean • Sanitize | | | | |
| Dispensers: Soap, Towels, Tissues | Fill • Clean • Sanitize | | | | |
| Glass • Mirrors • Chrome Hardware | Clean • Polish | | | | |
| Floors | Sweep • Damp Mop • Sanitize | | | | |
| Partitions • Doors | Dust • Damp Mop • Spot Clean | | | | |
| Walls by Sinks • Urinals | Damp Wipe | | | | |
| Floor Drains | Seal • Clean | | | | |
| Other | | | | | |
| FLOORS | | | | | |
| Resilient | Sweep | | | | |
| Resilient | Mop | | | | |
| Resilient | Wax | | | | |
| Resilient | Buff | | | | |
| Rugs • Carpets | Vacuum • Shampoo | | | | |
| Cement • Terrazzo • Tile • Other | Sweep • Mop | | | | |

| | | | | | |
|--|---------------------------|--|--|--|--|
| EXTERIOR | | | | | |
| Entrance | Sweep | | | | |
| Sidewalks | Pick Up | | | | |
| Paper • Debris | Sweep | | | | |
| Parking Lots | Sweep | | | | |
| DOORS & WALLS | | | | | |
| Entrance Glass Doors | Clean | | | | |
| Interior Glass | Clean | | | | |
| Ledges • Window Sills | Dust | | | | |
| Doors • Frames • Walls | Spot Clean | | | | |
| Baseboards | Dust | | | | |
| Ceiling Corners | Dust • Clean | | | | |
| MISCELLANEOUS | | | | | |
| Trash Cans | Empty | | | | |
| Ash Trays | Empty • Damp Wipe | | | | |
| Vending Machines | Moist Wipe | | | | |
| Lights | Replace • Wipe Clean | | | | |
| Chairs • Clocks • Pictures | Dust • Damp Wipe | | | | |
| Vents • Louvers • Fans • Blinds | Clean • Vacuum | | | | |
| Upholstered Furniture • Drapes | Vacuum • Shampoo | | | | |
| Mats | Vacuum • Pick Up • Turn | | | | |
| Glass Windows • Doors | Clean • Vacuum | | | | |
| Drinking Fountains | Clean • Polish • Sanitize | | | | |
| Kick Plates • Thresholds | Clean • Polish | | | | |
| Light Switches • Handles • Push Plates | Clean • Polish | | | | |
| Janitor's Storage Room | Organize • Restock | | | | |
| Desk • Tables • Phones | Dust • Disinfect | | | | |

Special Instructions:

| Terms and Conditions | Proposal Acceptance |
|--|---|
| 1. Cleaning Supplies will be purchased by: | By signing, you agree to the terms and conditions of this proposal. If you decide to terminate this agreement, you must do so in writing with a 30 day notice. Payment will be due for all services rendered. |
| 2. Total costs for cleaning supplies will be: \$_____ per month. | |
| 3. Service will begin on:_____. | Authorized Signature: _____ Date: _____. |
| 4. If this agreement is unsatisfactory, either party may terminate this contract with a 30 day written notice. | |