

**Re: 111 Santa Fe Plaza Dr.  
Killeen, TX 76541**

**SPECIFICATIONS FOR THE MAINTENANCE SERVICES**

**Areas to be serviced** (Approx. 5,455 sq. ft.)

- Offices (2)
- Patient Rooms (10)
- Break Room areas
- Common areas/Hallways
- Restrooms (4)
- Waiting Rooms (2) & Reception

**Offices, Patient Rooms, Waiting Rooms, Reception, Hallways & Common Areas**

- Vacuum all carpeted areas. Special attention will be given to the removal of dust and dirt from under the desks, chairs, corners and other hard to reach places.
- Sweep and damp mop all hard floors.
- Gather all waste material in containers and empty cartons, and place for disposal in designated area.
- Dust and wipe clean all windowsills, fixtures, furniture, office equipment, top of file cabinets, doors and kick plates.
- Clean and sanitize all high touch such as door handles and light switches.
- Arrange furniture properly.
- Front glass entrance to be spot cleaned.
- Remove finger marks from windows and glass doors.
- Wipe clean all air vents. (monthly)
- Keep custodial closet clean and orderly.

**Kitchenette/Break Room Areas**

- Empty and clean all waste receptacles and remove trash to designated area.
- Sweep and damp mop floors.
- Clean counter tops and tables.
- Wipe clean exterior refrigerators.
- Wipe clean interior and exterior microwaves.
- Clean and sanitize all high touch such as appliance handles and light switches.

**Restrooms**

- Sweep, wash, and disinfect all lavatory floors including hard reaching places.
- Clean, deodorize and disinfect/sanitize all hand basins, toilet bowl and urinals both inside and out.
- Wash and polish all mirrors, brightwork, shelves, cabinets, and dispensers.
- Wash, disinfect, and dry both sides of toilet seats.
- Empty all wastepaper receptacles, and sanitary napkin receptacles to designated area.
- Refill all toilet tissue, towel, and soap dispensers as required.

**Additional Services**

At the customer's request, we can also provide a proposal for the following services:

1. Carpet Cleaning
2. Strip/Seal & Waxing
3. Window Cleaning

**Insurance**

Executive Cleaning Services, LLC is fully insured, licensed and bonded and will furnish Certificates of Insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Workers' Compensation

**STAFFING AND EQUIPMENT**

Included in this offering is the service of sufficient personnel to maintain the cleanliness and quality appearance of the facilities.

All the duties stated would be performed **4 days per week, Monday-Thursday after business hours.**

Executive Cleaning Services, LLC will furnish all necessary equipment, cleaning supplies, labor and supervision necessary to perform the service herein.

All materials such as plastic liners, paper products and hand soap will be furnished by ***Killeen WIC.***

**CHARGES**

**Monthly service as stated:**

**\$2,295.00**

**DECLARATION**

1. This Agreement and all documents related hereto shall be construed in accordance with and governed by the laws of the State of Texas. If any provision of this Agreement or any such document shall be or become unenforceable or illegal under applicable law, the other provisions of this Agreement and such documents shall remain in full force and effect.
2. This contract shall be deemed in effect for a period of one year from the signing, and shall automatically renew itself. However, notwithstanding the preceding sentence, either party shall have the right to terminate this contract at any time with a thirty (30) day written notice. All federal holidays have been taken into consideration in pricing and a credit will not be issued for services not performed due to a holiday. All bills shall be payable within thirty (30) days receipt of bill.

AGREED & ACCEPTED BY:

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Jeff Nelson Project Manager  
Executive Cleaning Services, LLC

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*Killeen WIC*

DATE: 01/22/24

DATE: \_\_\_\_\_