



MOUNTAIN LAURELS

Comercial Cleaning

KILLEEN WIC OFFICE

Cleaning Proposal



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www.mountainlaurels.house

HIGHEST STANDARD OF CLEANING

BEFORE WE START

All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each client's facility professionally and safely.

DURING THE START

Our products are formulated especially for deep-cleaning with effective bacteria-fighting agents to ensure that your people's well-being is protected. We believe that a clean environment and high-quality cleaning products are a way to show you care about consumers and the environment. That's why our products are Safer Choice certified to ensure quality and performance through safer chemical ingredients during our medical facility cleaning services.

TRAINED TECHNICIANS

Our Health & Safety technicians are commercial cleaning professionals trained to use specialty cleaning equipment and commercial grade cleaning products. You can feel confident that your business is protected against germs and infection with hospital-grade disinfectants. We know that knowledge is power so our technicians are equipped with commercial cleaning and industry knowledge to get the job done skillfully.

AFTER THE START

A systematic approach to keep your building looking professionally clean. We offer strong management and quality control to plan for and not lose track of, the many necessary cleaning details. We look forward to the opportunity of becoming a trusted and valued company in improving and maintaining the appearance of your building. Please call if you have any questions or need additional information as you review your proposal



GOAL

Our company's top priority is Customer Service.

We're committed to providing the highest quality of cleaning available by exceeding the expectations of our clients.

ABOUT US

We local residential & commercial cleaning company. We are insured, bonded and reliable. We believe in providing a consistent high-quality service as we think long-term and we are client focused. We work directly with our staff to maintain a high-quality service, all of our staff are insured, highly trained and background checked. We are a trusted company with great reviews and referrals, we also only hire experienced cleaners that are highly selected to providing a consistent high-quality service with a professional matter.

Family Owned and Locally Operated. Satisfaction guaranteed.



WHY US?

Quality Products:

We use EPA-registered, hospital-grade disinfectants that kill 99.9% of germs and bacteria. Our cloths are assigned different areas by color to prevent cross- contamination. We won't use the same towel we used in the bathroom to wipe your kitchen counters. We do not bring a mop that was used at another location or used towels. All of our microfiber product is squeaky clean and sanitized after each use.

Profesional Staff

We know that our team is our greatest asset, our employees are treated in a professional way which is why most of our employees have been with us for many years. We ensure that our team have clean record, have references with all legal documents and are well trained, paid very good.

We don't skip Corners

We are consistent with our cleaning as we do not loose clients by staying consistent with our cleaning. Before you even notice, we will have it cleaned. We always do extra for our clients, even if the task isn't in the contract.

Good reputation with happy clients:

We have great online reviews and reputation, we haven't lost a client in many years as we do everything possible to keep our clients happy with our services as we want to build long-term relationship with our clients.



This estimate is addressed to:

KILLEEN WIC OFFICE CLEANING PROPOSAL

ESTIMATE NO. 12345

January 18, 2024

ITEM	HOURS	TOTAL
PROFESSIONAL GENERAL CLEANING WEEKLY 4 DAYS A WEEK. We will provide all labor, supplies and supervision to assure performance are met. <ul style="list-style-type: none">Checklist Provided Below	3/4 hour day. 2 Cleaners	\$625 Weekly
Monthly Services- Will be performed once a month or as needed <ul style="list-style-type: none">Clean Inside Refrigerator/OvenClean Outside WindowsClean Once a month on a Saturday		Include in General Package.
Other Services Upon Request <ul style="list-style-type: none">Initial Deep Clean	7 hours	\$750 (WAIVE)
Proposal can be negotiable. Please contact us if you have any questions		\$2,500 Monthly (Taxes Waive)

Thank you!



Cleaning Checklist

LOBBY

- ☐ Vacuum/Sweep all floors
- ☐ Details: spot wiping baseboards, table legs, garbage bins, windowsills
- ☐ Dust high and low surfaces
- ☐ Sanitizing light switches, door handles
- ☐ Empty and remove garbage and recycling, replace bags if needed
- ☐ Spot clean all walls, light switches and doors
- ☐ Clean both sides of glass door and wipe door frames
- ☐ Clean all couches and chairs
- ☐ Clean Entrance Door Windows

BATHROOM

- ☐ Clean, sanitize and disinfect sinks, countertops, mirrors, toilets, urinals
- ☐ Spot clean/sanitize walls, baseboards and doors
- ☐ Empty and change garbage bag
- ☐ Scrub and remove dirt on sinks, toilets and urinals
- ☐ Sanitizing light switches, door handles, all forms of handles
- ☐ Wiping, scrubbing backsplash on walls, garbage bins, behind toilets
- ☐ Change replace toilet paper/hand towels.
- ☐ Sweep and mop floors

OFFICES/CONFERENCE ROOM

- ☐ Wipe and clean all desks, tables, printers, windowsills
- ☐ Spot dust all chairs
- ☐ Dust high and low surfaces
- ☐ Sanitizing light switches, door handles
- ☐ Sweep and mop floors
- ☐ Empty and remove garbage and recycling, replace bags if needed
- ☐ Spot clean all walls, light switches and doors
- ☐ Details: spot wiping baseboards, table legs, garbage bins
- ☐ Arrange all chairs back (organization)
- ☐ Clean, sanitize all furniture
- ☐ Clean and sanitize phones, behind screen monitors

KITCHEN/BREAK ROOM

- ☐ Clean, sanitize all countertops, coffee machine, backsplash
- ☐ Wipe, sanitize and clean all desks, tables, windowsills
- ☐ Spot dust all chairs
- ☐ Dust high and low surfaces
- ☐ Sanitizing light switches, door handles, all forms of handles
- ☐ Mop/Sweep floors
- ☐ Empty and remove garbage and recycling, replace bags if needed
- ☐ Scrub and sanitize all sinks
- ☐ Clean and sanitize appliances and fridge
- ☐ Refill paper towel dispenser and hand soap (as requested)



Cleaning Checklist

OTHER ROOMS

- ☐ Vacuum/Sweep all floors
- ☐ Details: spot wiping baseboards, table legs, garbage bins, windowsills
- ☐ Dust high and low surfaces
- ☐ Sanitizing light switches, door handles
- ☐ Empty and remove garbage and recycling, replace bags if needed
- ☐ Spot clean all walls, light switches and doors
- ☐ Clean all equipment

AS REQUIRED CLEANING

- ☐ Inside fridge
- ☐ Cleaning all ceiling vents
- ☐ Spider webs

OTHER REQUIREMENTS

- ☐ Site Supervision
- ☐ Prepare for the next day
- ☐ Turn off lights- per instructions
- ☐ Shut and lock doors, set alarms per instructions
- ☐ Review and check communication log
- ☐ Fill the cleaning checklist

Service Schedule

The cleaning crew will observe holidays by the customer. We are prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Property Access Requirement

Client will provide access to the Property, and to all areas of the Property scheduled to be cleaned, the client needs to provide alarm codes and everything else required to access the client's property

Invoicing & Payment

All invoices will be sent every 4 weeks with net 30 payment terms. We have very flexible methods such as: Cheques, EFT (direct wire), E-transfers, or pay directly from the invoice using a card.

Supervision & Security Practices

Supervision will be performed, to ensure completion of work and quality service. In the event the client wishes to change the cleaner, the provider will happily do so with a specific reason as ensuring client satisfaction is priority. All of our employees go through background checks, personality test, professional references.

Confidentiality

The contractor agrees that will not disclose, divulge, reveal, report, or use any purpose, any confidential information which the contractor has obtained. The contractor further agrees that they will not disclose, divulge, report or use, for any purpose, any personal information of the client, without the prior written consent of the client. The obligations will apply during the term and will survive indefinitely upon termination of this agreement.

Communication

All client emails get responded very quickly and the client is always notified and up to date with everything as having a great communication is very important. We will leave a janitorial communication book on site and communicate over email. We, tried to respond to all emails within 2 hours. We will create a custom checklist for the client, each visit, the cleaner must fill the checklist so all tasks that were completed during the visit, so the client can look back into.

Supplies & Equipment

We use products that kills germs and prevent diseases or sickness from spreading around your facility. Our client's health is very important to us, these practices are very important for washrooms and lunchrooms. We also use eco friendly products as well such as vinegar, this is to provide flexibility to the client depending on their needs and preferences. We take our clients health very seriously.

Capacity & Independent Contractor

In providing the services under this agreement it is expressly agreed that the contractor is acting as an independent contractor not as an employee. The contractor and the client acknowledge that this agreement does not create a partnership or joint venture between them, and this is exclusively a contract for cleaning services.

Cancellation Of Our Services

We're excited to begin a three-month trial period, providing flexibility for adjustments to ensure our services align with your expectations. Following this trial, we seamlessly transition into a yearly contract, assuring you of consistent and reliable service. It's essential to note that, as part of our commitment to a long-term quality commitment, the yearly contract automatically renews unless either party provides 30 days' written notice of termination before the end of each term. This ensures stability and a worry-free experience for you. We value open communication and are here to address any concerns. Thank you for considering us as your janitorial service provider.



- ☒ Locally Owned & Operated
- ☒ Superior Quality Control
- ☒ Employee Background Checks
- ☒ Fully Bonded & Insured
- ☒ Rigorous Employee Training
- ☒ Outstanding Work Ethic