**Sample List for: YOUR COMPANY**

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| **ONE TIME PER WEEK/EVERY VISIT** | **AS NEEDED** | **NOTES** |
| * **Bathrooms :** Clean, disinfect, & dry * ( toilets, sinks, floors, mirrors * **Kitchenette:** Clean, disinfect, & dry   ( sink, counters, all appliances)   * **All Desks:** Clean, disinfect, & dry   ( counters, keyboards, printers, fax )   * **Rug:** Vacuum   ( also under desks, in between & corners )   * **Tile Floors:** Sweep, mop * **Trash:** Gather, throw out, & replace bags   ( All trash cans, counters, floors)   * **Cabinets/Door handles**:   Clean, disinfect, & dry  (wipe top of cabinets in lobby/area)   * **Drinking Fountains**   Clean, disinfect, & dry   * **Trash**   Remove/discard, replace with liner. | * **Walls:** Spot clean * **Doors:** Dust edges * **Picture frames:** Dust * **Cob webs:** Remove * **Air Conditioning Vents:** Wipe * **Baseboards:** Wipe * **Toilet paper:** Replace * **Hand towels**: Replace * **Front lobby, lower windows :**Clean * **Window Sills/Frames:** Clean, disinfect, & dry | * **Set alarm, on /off** * **Lock all access doors after service** * **Notify manager of any damage**   *Inform client on a daily bases of and leaks, breakage, burned out lights, etc.* |

This commercial cleaning service plan has been prepared to bring the listed facility to a professional, industry standard level of clean and to maintain that way in the long term.

Below we have listed the essential details of this agreement, including the cleaning service list, location where services are to be rendered, days and frequency of service, estimated time of service, payment schedule, and cancelation instructions. “Company” shall mean Hot Line Construction Inc. and “Service Provider” refers to Elegant Empire.

The listed areas will be cleaned to industry standards using standard cleaning methods in the commercial cleaning industry by Company provided supplies. All visible and reachable areas are to be maintained to acceptable standards as determined by client. Cleaning staff shall be delegated the right to determine the frequency necessary to maintain listed items to expected and acceptable standards. Furthermore, Service Provider has the authority to determine the size of the staff assigned to each service visit; may vary from 1 – 3 associate cleaners or more.

