



**We Are Licensed Bonded and Insured! And Experienced.
For a Free Estimate Call us at 480-295-9139**

**JANITORIAL SERVICE AGREEMENT/CHECKLIST
For Routine Interior Office Cleaning**

GENERAL OFFICE AREA

Clean interior/exterior front door sweeping	Control floor appearance by vacuuming or sweeping
Dust/polish furniture.	Remove Cobwebs (High Dusting).
Dust Window Seals.	Dust light fixtures.
Lightly dust blinds.	Dust baseboards.
Trash emptied.	Vacume and clean stairs.
Empty shredders.	Leave offices and furniture in an orderly fashion.
Clean office microwaves.	Clean mini refrigerators/exterior only.
Disinfect door knobs.	Clean/ sanitize/polish drinking fountains.
Disinfect phones.	Clean and sanitize tops of desk ,remove finger prints
Disinfect light switches.	

OFFICE- KITCHEN

Clean all countertops.	Clean refrigerator exterior.
Clean outside of dishwasher.	Wipe off coffee maker and toaster.
Clean and polish sink and faucets.	Clean inside and outside of microwave.
Wipe off cabinets.	Wipe off kitchen table and chairs.
Trash emptied.	Remove all finger prints.
Sweep and mop floor.	Replace paper towels.

OFFICE-BATHROOMS

Clean/disinfect counter/sink.	Clean/disinfect interior/exterior toilet/urinals.
Clean mirrors.	Sweep/mop/disinfect floors.
Report any plumbing problems.	Refill hand soap/paper towels/toilet paper.

We will also customize a cleaning check list to fit your business Cleaning needs.

PAPER PRODUCTS,HANDSOAP,AND TRASH CAN LINERS WILL BE PROVIDED BY YOUR FIRM.