



GLORY CARPET & Cleaning Service

47 Long Hill Street
East Hartford, CT 06108-1436
860 - 528-7205

PRE-PROPOSAL WORK-UP

C. Pat Lanyon, Owner

Date: ___/___/___

Appointment Time: ___ a p

Company Name: _____

Address: _____

Town: _____ State: _____ Zip _____

Office Phone: ___/___/___ Fax: _____ Off. Mgr.: _____ Alt _____

Off. Hours: _____ M T W T H F S A _____ Off. Mgr. Phone: _____ Alt _____

Frequency: weekly biweekly semi-weekly daily,m-f monthly _____ Email _____

SPECIFICATIONS:

PROFESSIONAL Level

Attn: PLEASE place an "X" on every service you wish to EXCLUDE in this proposal.

I. SEMI-WEEKLY. Regularly scheduled.

- A. Remove all TRASH in receptacles to be dumped in assigned container. Reline with liners provided by customer.
- Remove all RECYCLING in receptacles to be dumped in assigned container. Reline with liners provided by customer.
- B. DUST all desks, file cabinets, and shelves. Dust the office blinds, and do high elevation/ceiling & corners dusting. *[Office staff will be expected to clear any surfaces on desks, etc. of clutter and papers to assist the cleaner.]*
- C. VACUUM all floors thoroughly each visit; use crevice tool when needed, with attention to detail. Damp mop all Vinyl tile/ hard floors with neutral floor detergent.
- D. SPOT WASH all desks, phones [esp. handsets], walls and doors, switches, and with glass cleaner, all front door(s) glass, copier glass, and counters.
- E. Clean each REST-ROOM, including all fixtures with deodorizer/ disinfectant/ detergents appropriate for each.
- Clean walls, and mirrors as needed also. Wet mop floors following vacuuming/ sweeping. Fill any dispensers with customer-supplied paper products (toilet tissue, towels, and soap).
- F. Clean break (or lunch) room table, chairs, walls and floors.

II. WEEKLY. Please add a "W" [Following the box] to any above specifications if you wish to make a reduced Mid-week visit, or add below extra cleaning responsibilities not included on the Mid-week service.

II. UPON CUSTOMER REQUEST. [These will be quoted and scheduled only as indicated. Additional per/visit charges apply.]

- A. Carpets will be cleaned by power water extraction, suggested each 6 to 12 months.
- B. Tile floors will be stripped and refinished or "top-coated" when needed.
- C. Wash WINDOWS inside and out, suggested each 6 months.

Security: _____ Codes/Instructions: _____

Keys: # _____ Emergency Phone # _____ Contact: _____

Date Proposal Expected: ___/___/___ Commencement Date: ___/___/___