

# Simply Clean

## Window Washing & General Cleaning

Lic., Insured & Bonded  
Commercial & Residential

859-259-3470

Free Estimates

FOR _____	
LOCATION _____	
CONTACT _____	PHONE _____

SERVICES REQUIRED		FREQUENCY				SERVICES REQUIRED		FREQUENCY			
AREA / ITEM	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	OTHER	AREA / ITEM	WORK DESCRIPTION	DAILY	WEEKLY	MONTHLY	OTHER
<b>RESTROOMS</b>						<b>DOORS • WALLS • PARTITIONS</b>					
TOILETS • SINKS • URINALS	CLEAN • SANITIZE • POLISH					ENTRANCE GLASS DOORS	CLEAN				
TRASH CONTAINERS	EMPTY • LINE • CLEAN • SANITIZE					INTERIOR GLASS	CLEAN				
DISPENSERS: SOAP, TOWEL, TISSUE, NAPKIN	FILL • CLEAN • SANITIZE					LEDGES • WINDOW SILLS	DUST				
GLASS • MIRRORS • CHROME HARDWARE	CLEAN • POLISH					DOORS • FRAMES • WALLS	SPOT CLEAN				
FLOORS	SWEEP • DAMP MOP • SANITIZE					BASEBOARDS	DUST				
PARTITIONS • DOORS	DUST • DAMP MOP • SPOT CLEAN										
WALLS BY SINKS / URINALS	DAMP WIPE										
FLOOR DRAINS	SEAL • CLEAN										
						<b>MISCELLANEOUS</b>					
						WASTE CANS	EMPTY				
						ASH TRAYS • URNS	EMPTY • DAMP WIPE				
						VENDING MACHINES	DAMP WIPE				
						LIGHTS	REPLACE • DUST				
						CHAIRS • CLOCKS • PICTURES	DUST • DAMP WIPE				
						VENTS • LOUVERS • FANS • BLINDS	CLEAN • VACUUM				
						UPHOLSTERED FURNITURE • DRAPES	VACUUM • SHAMPOO				
						GLASS WINDOWS / DOORS	CLEAN				
						MATS	VACUUM • PICK UP / TURN				
						DRINKING FOUNTAINS	CLEAN • POLISH • SANITIZE				
						KICKPLATES • THRESHOLDS	CLEAN • POLISH				
						LIGHT SWITCHES • HANDLES • PUSH PLATES	CLEAN • POLISH				
						DESKS • TABLES • PHONES	DUST • DAMP WIPE • SANITIZE				
						JANITOR'S STORAGE AREAS	CLEAN • ORGANIZE • RESTOCK				

**SPECIAL INSTRUCTIONS / NOTES:**

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### Terms and Conditions

- Cleaning supplies to perform this service will be supplied by: \_\_\_\_\_
  - In the event that this Agreement proves unsatisfactory, it may be terminated by a 30 day written notice by either party.
  - Total costs of services will be \$ \_\_\_\_\_ per month. Date \_\_\_\_\_
  - Date services begin \_\_\_\_\_
  - This offer or agreement expires on \_\_\_\_\_
- Quoted by \_\_\_\_\_

### Acceptance of Proposal

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_