

# The Office Cleaners

Great Job!

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## Office Cleaning Proposal

**Presented to:** Vintage Grand on Palmer Ranch  
4012 Crocker's Lake Boulevard  
Sarasota, FL 34238

C/O Glenn Aitelli  
Community Association Manager  
Progressive Community Management  
3701 South Osprey Avenue  
Sarasota, Florida 34239  
P (941)-923-7380



**Email:** [gaitelli@pcmfla.com](mailto:gaitelli@pcmfla.com)

**Date:** October 15, 2020

### About The Office Cleaners

The Office Cleaners, is a family owned and operated company located in Sarasota, Florida. We specialize in cleaning the details with unbeatable customer service. We care about our clients and realize their image starts with The Office Cleaners providing a clean office.

### Benefits of Our Services

-  Green Seal Cleaning Products – We use only Green Seal products along with microfiber cloths to keep your office and the environment safe from harsh chemicals. We firmly believe we should be good stewards with what we have been given without sacrificing quality work.
-  Hepa Filter Vacuums – The air you breathe is important too, that is why we use hepa filter vacuums removing 99.77% of allergens. Our vacuums have earned the Green Label from the Carpet and Rug Institute (CRI) certifying they improve indoor air quality.
- Mopping System – Mopping usually means putting the mop back in the bucket, dirtying the water only to be put back down on the floor. The Office Cleaners system uses only clean water each time leaving your floor clean while conserving water at the same time.

## **Cleaning Overview –**

### **Clubhouse, Lobby, Offices, Fitness Center**

- Clean glass entry doors removing all fingerprints
- Empty trash receptacles and remove trash to a collection point
- Dust cleared horizontal surfaces including cleared surfaces, tops of washers & dryers, fitness equipment, window sills, blinds and wall hangings
- Fitness room mirror will be cleaned
- High/low dusting including ceiling corners, vents and baseboards monthly
- Vacuum carpeted areas
- Sweep hard surface floors
- Mop all hard surface floors

### **Kitchen Areas**

- Sanitize and wipe all counters, outside cabinets and tables
- Clean and disinfect microwave inside and out
- Clean and disinfect outside refrigerator
- Empty trash receptacles
- Sweep and mop all hard surface floors

### **Restrooms (Clubhouse, fitness center and two pool areas)**

- Empty trash and sanitary receptacles
- Clean and disinfect, sinks, toilets and urinals
- Spot clean walls and partitions to remove smudges and fingerprints
- Clean and polish dispensers, mirrors and fixtures
- Restock all paper products and hand soap supplied by the customer
- Disinfect door handles and light switches.
- Sweep and mop floor with disinfectant

**Proposed Pricing**

Description	Pricing
Cleaning – every two week	\$ 90.00 per cleaning plus tax

**References**

The Office Cleaners has excellent references upon request.

**Acceptance & Signature**

Upon acceptance of this proposal if for any reason either party wishes to terminate this agreement a 30 day written notice must given by that party.

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Vintage Grand on Palmer Ranch

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Office Cleaners, LLC  
Klaus Frost  
941-539-0123

\_\_\_\_\_  
Date