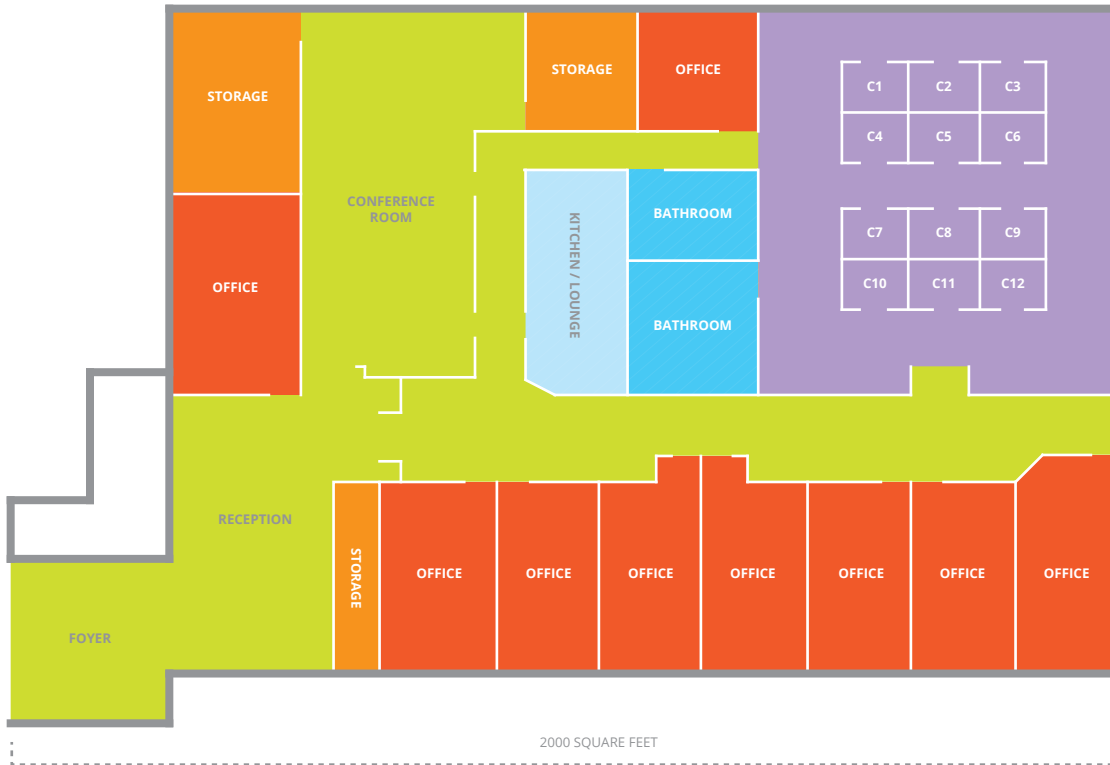
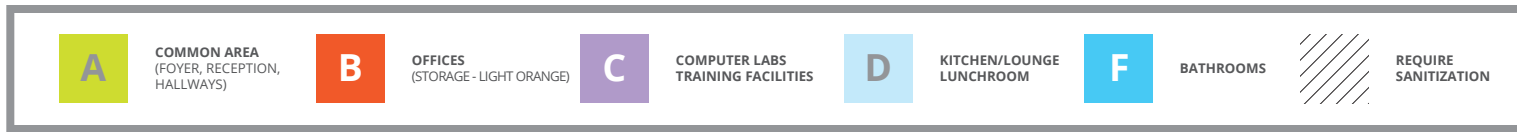


BUSINESS ZONES

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SERVICE DESCRIPTIONS

- TIDY** Waste removal to collection point, spot cleaning fingerprints in entrance door glass, cleaning and neatly organizing waiting room / reception / lunchroom / board room tables and chairs.
- CLEAN** Dusting / damp wiping of cleared and accessible desktops tables and counters, vacuuming / sweeping/ mopping of traffic areas.
- DETAIL** High Dusting / Low dusting of accessible horizontal surfaces, vacuuming / sweeping / mopping of corners, along edges and hard to reach areas under desks. Other special services which are part of a customized Cleaning Program.
- SANITIZE** Cleansing disinfectants / deodorizers are used to remove odors and reduce the threat of spreading a virus. Recommended for wet areas and surfaces that come into contact with food.

BEST PRACTICES FOR EACH ZONE

- Zone A Tidy & Clean daily, Detail end of week
- Zone B Tidy daily, Clean 2x a week, Detail monthly (or Detail weekly in rotation)
- Zone C Tidy 2x a week, Clean weekly, Detail monthly
- Zone D Tidy, Clean & Sanitize (sink, counters, tables, garbage can lids, dispensers) daily, Detail end of week, Clean inside fridge monthly
- Zone F Clean & Sanitize (sinks, toilets, urinals, handles, garbage can lids, counter tops, dispensers, door handles) daily, Detail end of week

ADDITIONAL SERVICES

- Kitchen supply products
- Bathroom supply products
- Hand sanitization and soap
- Feminine hygiene service
- Automatic flushers
- Laundry services & delivery
- Window blinds
- Carpet shampoo
- Floor refinishing and polish
- Wall washing
- Ceiling dust removal