



# CAPITOL PROFESSIONAL

3920 FM 1960 W SUITE 319 HOUSTON, TX 77068

OFFICE : 832-249-7925 FAX: 832-249-7926

[sales@capitolprofessional.com](mailto:sales@capitolprofessional.com)

## CLEANING PROPOSAL

COMPANY: \_\_\_\_\_ LOCATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

SERVICE REQUIRED		FREQUENCY				SERVICE REQUIRED		FREQUENCY			
AREA/ITEM	WORK DESCRIPTION	Daily	Wkly	Mthly	Other	AREA/ITEM	WORK DESCRIPTION	Daily	Wkly	Mthly	Other
<b>RESTROOMS</b>						<b>DOORS WALLS</b>					
Toilets-Sinks-Urinals	Clean-Sanitize- Polish					Entrance Glass doors	Clean				
Trash Containers	Empty-Liner, clean, sanitize					Interior Glass	Clean				
Dispenser: Soap, Towel, Tissue, Napkins	Fill, Clean, Sanitize					Ledges Window Sills	Dust				
Glass-Mirrors-Chrome Hardware	Clean, Polish					Doors FramesWalls	Spot clean				
Floors	Sweep Damp Mop Spotclean					Baseboard	Dust				
Partition-Doors	Damp Wipe					<b>MISCELLANEOUS</b>					
Walls by sink/ Urinals	Seal Clean					Waste Cans	Empty				
Floors Drains						Ash Trays Urn	Empty Damp Wipe				
<b>FLOORS</b>						Vending Machines	Damp wipe				
Resilient	Sweep					Lights	Replace- dust				
Resilient	Damp Mop					Chairs Clock Pictures	Dust Damp Wipe				
Resilient	Wax					Vents Louvers, Fans, Blinds	Clean Vacuum				
Resilient	Buff					Upholstered Furniture Drapes	Vacuum Shampoo				
Cement-Terrazzo-Tile-Other	Sweep Damp Mop					Glass Windows/Doors	Clean				
Rugs-Carpets	Vacuum Shampoo					Mats	Vacuum Pick up Turn				
Kitchen Areas	Sweep Scrub Mop					Drinking Fountains	Clean Polish Sanitize				
<b>EXTERIOR</b>						Kickplates Thresholds	Clean Polish				
Entrance	Sweep					Light Switches Handles	Clean Polish				
Paper-Debris	Pick up					Desks Tables Phones	Dust Damp Wip Sanitize				
Sidewalks	Sweep					Janitors Storage Areas	Clean Organize Restock				
Parking Lots	Press. Wash										

Special Instructions/Notes: \_\_\_\_\_

### 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 30 day written notice by either party.
  - Total cost of service will be \$ \_\_\_\_\_ per mont.
  - Date service begins \_\_\_\_\_
  - This offer or agreement expires on \_\_\_\_\_
- Quoted by \_\_\_\_\_ Date \_\_\_\_\_

### ACCEPTANCE OF PROPOSAL

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_