



E & K Janitorial Service

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Jonesboro Ga, 30236
(404)719-9744
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SCOPE OF SERVICES

E&K's required services includes, but not be limited to, cleaning, dusting, mopping, vacuuming, disinfecting, and deodorizing.

The City is responsible for per contract section 2.1.3 Disposable paper supplies, such as paper towels and toilet paper shall be supplied by the City of Jonesboro. Additionally, soaps, deodorizers, and trash can liners shall be supplied by the City.

E&K provides and/or furnishes required materials, equipment, transportation, machinery, supplies, tools, incidentals, labor, and supervision necessary to perform complete janitorial services for designated City buildings, except as otherwise specified. The supplies and materials shall be of good commercial quality, environmentally friendly whenever possible, suitable for the purpose intended, and shall deliver results necessary to provide the high standards of cleanliness required under this contract.

The following are the minimum tasks required for this contract:

Daily Services

- Clean and disinfect all restroom facilities, including all sinks, basins, urinals, and commodes.
- Replenish all paper products, soaps, and trash liners.
- Clean and disinfect all partitions, restroom walls, door and stall handles, and fixtures.
- Clean and polish all mirrors
- Clean and disinfect all countertops and tables in breakrooms/kitchen areas and wipe down chairs.
- Clean and clear all drains.
- Clean inside and outside of all microwave units.

- Clean outside of all refrigerators, coffee machines, and other appliances.
- Clean and disinfect all drinking fountains.
- Sweep and clear debris at all landings and hallways.
- Empty all garbage and trash receptacles and replace liners.
- Remove all garbage and trash from premises.
- Dust mop all hard surface floors with treated dust mop.
- Damp mop all hard surfaces to remove stains and spills as necessary.
- Damp mop or wet mop floors when necessary due to inclement weather.
- Wet mop and disinfect all restroom and kitchen floors in all buildings.
- Vacuum all carpeted areas, excluding locked areas.
- Vacuum floor mats and wipe walls behind trash containers
- Spot clean carpet as needed.
- Sweep and/or vacuum all stairs.
- Wipe down the interior of elevators

Weekly Services

- Wet mop all hard surfaces thoroughly, including the removal of dirt along baseboards and corners.
- Clean all door fronts and handles.
- Clean all light switches.
- Dust all blinds, windowsill, doorframes, shelves, furniture, and picture frames in all public areas using a streak-free product intended for the surface being cleaned.
- Dust file cabinets, counters, partitions, conference tables, and desk tops provided no papers are on them. Use a streak-free product intended for the surface being cleaned.
- Clean and disinfect all telephones.
- Dust railing around the atrium and stairwell.

- Wash and clean all glass surfaces including partitions, doors, and interior windows.
- Clean outside stairs, entrances.

Monthly Services

- Clean all air returns and vents.
- Clean all baseboards.
- Dust all corners and ceiling fans.
- Vacuum all fabric covered furniture.
- Wipe clean plastic and leather furniture.
- Clean and dust all hall and lobby walls.

Quarterly Services

- Defrost and clean refrigerators.
- Clean all ceiling light panels/light coverings and remove insects or any debris.

Payment Terms: Net 30

All invoices are due within 30 days from the date of the invoice. Payments must be made in full within this time frame.

Current Cost

- **Jonesboro City Center**
Monthly: \$6,800 5/days
Annually: \$81,600
- **Jonesboro Public Works**
Monthly: \$1,500 5/days
Annually: \$18,000

We truly value our ongoing relationship with Jonesboro and appreciate the opportunity to continue providing our services. To further enhance our offerings, we are excited to announce that we now include professional floor and carpet cleaning services. Flooring will be stripped and waxed free. Once every 6 months as well as carpeting will be cleaned and spot cleaned.

Please note that these services require scheduling in advance to ensure that all furniture is properly removed from the flooring area before cleaning. This will allow us to provide the most thorough and effective service possible.

If you're interested in scheduling a cleaning, please let us know at your earliest convenience, and we'll be happy to arrange a time that works best for you.

Thank you for your continued trust in our services. We look forward to continuing our partnership with Jonesboro.

Sincerely,

Niquia Cain

CEO

E & K Janitorial Service