



A Full Service Commercial & Health Care Cleaning Specialist Since 1999
www.allwayscorp.com (805) 541-7692

Location

Monthly Cost

Centerpoint Building C (break room), Santa Maria	\$225.00
Workforce Resource Center - 1410 South Broadway, Santa Maria	\$5,060.00
BSC – 1318 South Broadway, Santa Maria	\$3,300.00
Carmen Lane – 304 West Carmen Lane, Santa Maria	\$1,320.00

Centerpoint Building C - break room

Task Frequency 5x

Extent of Service	5x week	3x week	2x week	Weekly	2x month	Monthly	Quarterly	2x annually	Annually
PUBLIC AREAS									
Empty outside public trash receptacles within 10 feet of building entrances									
Wipe entry within 10 feet of building entrances									
Web removal from vents and ceilings									
Empty all public and master trash (trash and recycle) containers in hallways, insert new liners									
Remove full trash & recycle bags from building & deposit in appropriate outside dumpsters.									
Spot clean doors, door frames, light switches, counters, handles and railings									
Clean interior and exterior glass doors									
Hard floor dusted, spot mopped and dry mopped									
Hard floor fully damp mopped									
Hard floor waxed and buffed									
Vacuum carpet									
Spot clean carpet									
Carpet bonnet									
Carpet extraction									
Floor stripping									
PRIVATE AREAS									
Empty all public and master trash (trash and recycle) containers in hallways, insert new liners									
Remove full trash & recycle bags from building & deposit in appropriate outside dumpsters.									
Hard floor dusted, spot mopped and dry mopped									
Hard floor fully damp mopped									
Hard floor waxed and buffed									
Vacuum carpet									
Spot clean carpet									
Carpet bonnet									
Carpet extraction									
Floor stripping									
MISCELLANEOUS									
Clean and sanitize drinking fountains									
Clean and sanitize sink, counters and table tops in staff break areas	X								
SECURITY AND MAINTENANCE									
Turn off all lights except night lights	X								
Close windows									
Lock all doors	X								
Turn in building keys to Supervisor									
Notify Facilities Manager of irregularities (unlocked doors, plumbing problems, lights not working, etc)	X								

**ATTACHMENT TO JANITORIAL SERVICE CONTRACT
WORKFORCE RESOURCE CENTER 1410 S. BROADWAY**

EXTENT OF SERVICE	3XWK	WKLY	MONTHLY	QUARTERLY	ANNUALLY
EXTERIOR ENTRY AREA					
CLEAN DOOR MATS AND LANDINGS	X				
SWEEP ENTRIES, EMPTY ASHTRAYS AND TRASH CONTAINERS	X				
CLEAN TWO GLASS SIDE LIGHTS ON SOUTH ENTRY DOOR	X				
GENERAL, OFFICES AND MEETING ROOMS					
CLEAN AND SANITIZE ALL TELEPHONES			X		
DUST ALL ACCESSIBLE DESK TOPS, COUNTERS, FILE CABINETS, ETC		X			
HIGH DUSTING: ALL SILLS, LEDGES, PICTURE FRAMES, COBWEBS, ETC.		X			
LOW DUSTING: ALL BASEBOARDS, CORNERS, EDGES, COBWEBS, ETC.		X			
RESTROOMS					
REFILL ALL SOAP DISPENSERS	X				
EMPTY AND CLEAN WASTE CONTAINERS, INSERT LINERS	X				
CLEAN AND SANITIZE ALL FIXTURES	X				
DAMP MOP FLOOR AND BASEBOARDS W/GERMICIDAL SOLUTION	X				
CLEAN AND POLISH ALL METAL AND MIRRORS	X				
SPOT CLEAN WALLS, AREAS AROUND FIXTURES, DOORS	X				
DUST ALL SURFACES AND LEDGES, INCLUDING VENTS	X				
WASH AND SANITIZE TILE AND PAINTED WALLS AND PARTITIONS		X			
REPLENISH TOILET TISSUE, PAPER TOWELS, TOILET SEAT LINERS AND FEMININE HYGIENE DISPENSERS, WITH PROVIDED SUPPLIES	X				
REPORT DEFECTIVE DISPENSERS TO FACILITY MANAGER	X				
TRASH AND RECYCLING					
EMPTY ALL MASTER AND PUBLIC TRASH CONTAINERS IN HALLWAYS, INSERT NEW LINERS	X				
EMPTY ALL INDIVIDUAL TRASH CONTAINERS, INSERT NEW LINERS		X			
PICK FULL RECYCLE BAGS/CANS AND DEPOSIT IN OUTSIDE BINS	X				
REPLACE RECYCLE BAGS/CANS IN THE FACILITY	X				
MISCELLANEOUS					
CLEAN AND SANITIZE TWO DRINKING FOUNTAINS	X				
SPOT CLEAN INTERIOR AND EXTERIOR OF TWO GLASS SIDE LIGHTS (WINDOWS) NEXT TO SOUTH END LOBBY DOOR		X			
CLEAN GLASS SEPARATION BETWEEN PUBLIC AND PRIVATE SIDES OF SOUTH END RECEPTION/LOBBY.		X			
CLEAN GLASS INSERTS IN PARTITIONS/PANELS		X			
CLEAN AND SANITIZE 2 RECEPTION/LOBBY COUNTERS	X				
SPOT CLEAN DOORS, DOOR FRAMES, COUNTERS, HANDLES AND RAILINGS	X				
CLEAN AND SANITIZE SINK AND COUNTERS IN STAFF LUNCH ROOM AND FIVE KITCHENETTE AREAS	X				

BSC & Carmen Lane

Task Frequency 5x

Extent of Service	5x week	3x week	2x week	Weekly	2x month	Monthly	Quarterly	2x annually	Annually
PUBLIC AREAS									
Empty outside public trash receptacles within 10 feet of building entrances	x								
Deep entry within 10 feet of building entrances		x							
Web removal from vents and ceilings						x			
Empty all public and master trash (trash and recycle) containers in hallways, insert new liners	x								
Remove full trash & recycle bags from building & deposit in appropriate outside dumpsters.	x								
Spot clean doors, door frames, light switches, counters, handles and railings		x							
Clean interior and exterior glass doors				x					
Hard floor dusted, spot mopped and dry mopped		x							
Hard floor fully damp mopped				x					
Hard floor waxed and buffed							x		
Vacuum carpet				x					
Spot clean carpet		x							
Carpet bonnet									x
Carpet extraction									x
Floor stripping									x
PRIVATE AREAS									
Empty all public and master trash (trash and recycle) containers in hallways, insert new liners	x								
Remove full trash & recycle bags from building & deposit in appropriate outside dumpsters.	x								
Hard floor dusted, spot mopped and dry mopped					x				
Hard floor fully damp mopped					x				
Hard floor waxed and buffed							x		
Vacuum carpet				x					
Spot clean carpet				x					
Carpet bonnet									x
Carpet extraction									x
Floor stripping									x
MISCELLANEOUS									
Clean and sanitize drinking fountains	x								
Clean and sanitize sink, counters and table tops in staff break areas	x								
SECURITY AND MAINTENANCE									
Turn off all lights except night lights	x								
Close windows	x								
Lock all doors	x								
Turn in building keys to Supervisor	x								
Notify Facilities Manager of irregularities (unlocked doors, plumbing problems, lights not working, etc)	x								