

Small business looking for person to clean offices. The general cleaner is responsible for cleaning and sanitizing office and meeting rooms, restrooms, kitchens, and public areas. Duties include mopping, vacuuming, dusting, wiping desks and windows. Must be able to lift 30 lbs. Familiarity with appropriate and safe use of cleaning supplies. Ability to function effectively with management in cleaning and scheduling. Ability to work with others in a professional and courteous manner. Initiative, tact, good judgment, and common sense. Knowledge of safety regulations, procedures and practices.

If interested please apply in person at Chillicothe Metropolitan Housing Authority, 178 W Fourth St, Chillicothe OH 45601. (740) 775 – 7881. Or visit our website at www.chillimha.com for an application.

Section 3 Business' are encouraged to Apply.

Deadline to return applications is March 16, 2018 @ 4:00 p.m.

Janitorial Service

Scope of Work

Facility Description:

Chillicothe Metropolitan Housing Authority Administration building consists of approximately 3989 square foot:

- 15 Offices (carpet)
- 4 Restrooms, 1 with shower (tile)
- 1 Large Conference Room with vestibule (tile)
- 1 Breakroom (carpet)
- 1 Front Lobby with Vestibule (carpet)
- 2 Hallways (carpet)
- 1 Hallway, downstairs (concrete)
- 1 Staircase (carpet)

SCOPE OF WORK

The Janitorial services to be provided are:

Administrative Offices/Conference Rooms/Breakroom

- Clean interior windows
- Clean cleared horizontal surfaces, windowsills
- Empty trash, spot clean and reline containers
- Dry mop, Wet mop hard surfaces
- Vacuum, spot clean carpeted surfaces
- Buff of hard surfaces
- Clean/vacuum air return grilles and vents
- Damp refresh carpeted areas
- Shampoo carpeted surfaces
- Clean and wax vinyl tile surfaces

Lobby/Vestibule/Hallways

- Vacuum clean carpeted surfaces and matting – including stairs
- Dust mop/wet mop hard floor surfaces
- Empty trash, spot clean and reline containers
- Clean cleared horizontal surfaces, windowsills.
- Clean door glass, vestibule glass
- Clean tables and other lobby furniture
- Buff hard floor surfaces
- Clean/vacuum air return grilles and vents
- Vacuum all chairs
- Clean all interior windows
- Shampoo carpeted areas
- Scrub and wax vinyl tile surfaces
- Vacuum runners

Restroom Cleaning

- Clean and sanitize floors–sweep, damp mop with germicidal solution
- Clean and sanitize sinks and countertops
- Spot clean stall walls and doors, report graffiti to administration
- Empty trash, spot clean containers, reline with appropriate size trash bag
- Clean Restroom mirrors
- Clean/Disinfect Dispensers restock all dispensers (Tissue, Paper Towel, etc.)
- Spot Clean/Disinfect Walls /doors
- Clean all horizontal surfaces.
- Brush clean / vacuum air exchange vents.
- Scrub and wax vinyl tile surfaces

Exterior Entrances/Porches

- Sweep porches, walkways
- Police area for loose debris.
- Clean entrance glass

Non-routine requests

- Provide additional attention to lobby and entrance areas during poor weather conditions.
- Continuously benchmark all service functions; recommending alternative, innovative products and technologies for continuous improvement.
- Initiate continuous improvement project activities.
- The janitorial service provider is to apply its service expertise to recognize, suggest, and jointly implement cost reduction projects.

Application for Janitorial Proposal

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Social Security #: _____

Date Available: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Education

High School Diploma: _____ YES NO

GED: _____ YES NO

Other: _____ YES NO

Specify: _____

References

Please list three references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Janitorial Experience

Company: _____ Phone: _____

Address: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous client for a reference? YES NO

Company: _____ Phone: _____

Address: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous client for a reference? YES NO

Company: _____ Phone: _____

Address: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous client for a reference? YES NO

Disclaimer and Signature

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for rejection of the proposal.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous experience and qualifications. I also authorize you to request and receive such information.

Signature	Date
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