

APARTMENT COMPLEX PUBLIC AREA CLEANING

DUTIES

1. Vacuum all hallways, stairwells, laundry room; lobby area, entryways, and elevators.
2. Mop all floors in common areas, community room, kitchen, and hallways.
3. Public Restrooms....clean toilet, sink, and counter area, mop floor, empty garbage cans, check and replace toilet paper and paper towels as necessary.
4. Laundry Room....wipe off washers & dryers (inside & out), clean behind washers and dryers and remove lint from dryers, wipe off counter and sinks, mop and wax laundry room floors and empty laundry room garbage cans.
5. Kitchen....Clean all counter surfaces, sink area, wipe down stove and refrigerator, mop floor, and empty trash cans. Wipe down all tables in the community room and clean dining chairs as needed.
6. Vacuum and dust all furniture in main lobby area and community room and dust all necessary surfaces in these areas including pictures
7. Clean front and back door windows, and entryway windows
8. Wipe down all handrailings
9. Watch for cobwebs and remove as necessary
10. Clean/empty cigarette receptacles.

SEASONAL DUTIES (bid separately and paid on an hourly basis....Usually done spring and fall or as directed by on-site manager)

1. Take common area windows apart and clean thoroughly
2. Clean all light fixtures in common areas
3. Clean stove, oven and refrigerator in kitchen area as needed
4. Clean all mini blinds in public areas
5. Clean all hall trim including mopboards and door trim

...REPORT ANY BUILDING MAINTENANCE NEEDS TO MANAGER AS YOU ENCOUNTER THEM DURING CLEANING.

...KEEP BUILDING & EQUIPMENT IN CLEAN AND SANITARY CONDITION SATISFACTORY WITH ON-SITE MANAGER.....ON-SITE MANAGER MAY REQUEST A "CALL-BACK" IF THEY ARE NOT HAPPY WITH THE WORK DONE BY THE SUB-CONTRACTOR.





Mills Property Management

SERVICE BID FOR _____ PUBLIC AREA CLEANING
(PROPERTY NAME)

Please complete all information below to enter a bid for contract.

Company Name _____	Contact Name _____
Phone # _____ Cell # _____	Fax # _____ E-Mail _____
Address _____	City _____ State _____

Description of Services Requested

Apartment Complex Public Area Cleaning duties attached

Cost of Services

Please list your cost to complete the services requested

Public Hall Cleaning (twice a week cleaning) bid \$ _____/month

Season Cleaning of Apartment Complex Public Area bid \$ _____/hour

Business Reference

1. Company _____ Contact person _____

Address _____ City _____ State _____

Phone # _____ Fax # _____

Friend? Yes No Have you cleaned for this person? Yes No

What is the nature of your business relationship with the person/company listed above?

2. Company _____ Contact person _____

Address _____ City _____ State _____

Phone # _____ Fax # _____

Friend? Yes No Have you cleaned for this person? Yes No

What is the nature of your business relationship with the person/company listed above?

Printed Name

Signature

Date

