

FOR PROFESSIONAL WORKSPACES

Ready for the workday.

A simple starting point for your walkthrough. Your written quote confirms the areas, tasks and frequency included.

Regular-visit plan

Confirm these tasks for your office. Work on cleared, accessible surfaces and suitable finishes.

- ☐ Reception, meeting rooms and shared spaces: wipe cleared surfaces, handles and touchpoints.
- ☐ Restrooms: toilets, urinals where present, sinks, fixtures and mirrors.
- ☐ Breakroom: counters, sink and appliance exteriors.
- ☐ Trash/recycling: empty agreed bins; replace liners as arranged.
- ☐ Floors and entry mats: vacuum and mop agreed areas.

Periodic or optional

Set a schedule for glass, vents, baseboards, upholstery, partitions, appliance interiors and deeper floor care. Restocking and any disinfecting need an agreed scope and suitable products.

At the walkthrough

- ☐ Confirm rooms, size, occupancy, floor types and restroom count.
- ☐ Select visit frequency and an agreed cleaning window.
- ☐ Flag delicate finishes, equipment and restricted areas.
- ☐ Agree who supplies paper goods, soap and liners.
- ☐ Choose a contact and arrange private access and lock-up instructions.

Before each visit

Clear work surfaces and secure papers and valuables. Let us know about access or schedule changes. We do not open drawers, handle papers or equipment without an agreed plan, or move appliances.

Your space. Your written plan.

After-hours visits are by arrangement. Office pricing is separate from residential packages. Specialist medical, hazardous-waste and industrial cleaning are outside this offer. Call/text 435-900-7199 to plan a walkthrough.