



Scope of Work – Turnover Cleaning

[Company Name]

Date: [7/1/2021]
Property Manager: [Matthew Presejohn]
Maintenance Supervisor: [Tim Blake]

SERVICES - *Move In-Out / Vacant Apartments*

Service includes a top-to-bottom cleaning of, vacant apartments, cleaning everything from the baseboards to the ceiling fixtures.

Detailed Service:

Bathroom(s) Cleaning:

- Clean & polish shower stall, tub, sink, vanity, mirror, toilet, faucets and floors
- Clean interior & exterior of bathroom cabinets
- Clean interior & exterior of bathroom vanity, including vanity globe bulbs
- Clean & polish vents, shower bar, towel bar, doorknobs
- Remove all stickers, loose caulking and debris from inside bathroom area
- Clean bathroom floor baseboards & wipe down walls

Kitchen Cleaning:

- Clean interior & exterior of kitchen cabinets, counter tops, sink, refrigerator, dishwasher, washer/dryer (if applicable), stove & oven
- Clean interior & exterior of microwave oven (if applicable)
- Clean, polish & put away drip pans and broiler pans
- Clean top of kitchen cabinets and refrigerator
- Clean fluorescent light fixtures, globe fixtures, interior & exterior (must be taken down & re-installed by maintenance staff)
- Clean & polish kitchen sink
- Clean kitchen floor baseboards

Living room and Bedroom Cleaning:

- Clean all glass surfaces, including interior windows, door frames, door tracks, door handles
- Dust & clean interior window sills and window frames
- Dust mini-blinds. Remove dirt spots from mini-blinds, as needed.
- Dust & clean baseboards, A/C vents, temperature controls
- Clean globe fixtures. Maintenance staff must take down and re-install globe fixtures before and after cleaning.
- Wipe down closet shelves, closet doors, front door (inside & outside)
- Mop tile floors, including bathroom & kitchen floors.



- Vacuum all carpeted areas
- Remove all garbage or debris. Report any maintenance issues to the property maintenance staff

Carpet Cleaning

- All carpet area must be shampooed and extracted

General Notes:

- Remove all building trash to designated dumpster.
- Keep areas surrounding dumpsters clean.
- Any debris outside trash receptacles will be discarded only if marked as trash.
- Secure all designated interior doors after cleaning..
- Report any noticeable malfunctioning fixtures to building management.

All units cleaned during the contract period, will be cleaned to the above Scope of Work.
Pricing is for a 3 year contract and will not self renew.

All units turned over during the contract period, will be repainted to the above Scope of Work. Pricing is based on a projected turnover rate of 60%.

Yearly Cost _____

Monthly Cost _____

1 Contract Cleaner 40 HRS a week Mon-Fri 7:00AM-3:30PM

The undersigned, having familiarized himself/herself/themselves with the local conditions affecting the cost of the work and with the Contract Documents, hereby proposes to furnish all labor, materials, equipment, and services required to undertake the above reference scope in accordance with the Contract Documents for the *Scope of Work – Turnover Cleaning*

REFERENCES

Please provide three references that we will contact.

<u>COMPANY NAME</u>	<u>CONTACT</u>	<u>MAILING ADDRESS</u>	<u>PHONE</u>



Signature: _____ Date: _____

Printed Name: _____

Title: _____

Company (Bidder): _____

Phone: _____

Fax: _____

E-Mail: _____

All Site Work vendors/contractors must be enrolled and approved in Compliance Depot for the duration of this Service Agreement. For additional information call customer service at 888.493.6938, or e-mail them at customerservice@compliancedepot.com

**** Please note that it is your responsibility to keep your documents current with Compliance Depot and renew your enrollment each year ****

**** Windsor Communities reserves the right to cancel this contract with a 30 day notice if you cannot service our needs to the term of this contract. ****

*****All Site Work vendors/contractors employees must in their appropriate company uniform at all times while on job site. *****