



September 1, 2022

Jimmy Morales  
Director of Operations | TEACH Las Vegas  
4660 N Rancho Dr, Las Vegas, NV 89130  
Email: [jmorales@teachlv.org](mailto:jmorales@teachlv.org)  
P: (702) 483-7125 / 323-494-4905 Cell:

Dear Mr. Morales,

We are proposing to clean the entire school at 4660 N Rancho Dr, Las Vegas, NV 89130 for the month of September 2022.

We have provided the following for your review and approval, please sign and return.

## **Classrooms**

### **Frequency**

### **Nightly**

- Clean and disinfect sinks and countertops with bright work (if applicable)
- Clean and disinfect desks / tables
- Clean both sides of glass panes in windows and doors (if applicable)
- Vacuum all carpeted areas
- Sweep and mop all hard surface floors
- Dust high and low areas (pictures, clocks, partition tops, light fixtures, window sills, vents, baseboards, etc)  
**(monthly up to 6ft.)**
- Dust horizontal surfaces  
**(monthly)**
- Empty all trash cans and replace liners as needed
- Replenish consumable supplies
- Spot clean all surfaces, fixtures, switch plates, waste receptacles, door frames and door handle with disinfectant.
- Empty pencil sharpeners

- Brush/vacuum all common areas in the classroom furniture as necessary
- Wipe down/sanitize all student desk, chairs and tables
- Clean white board tray
- Wash door glass up to 6'
- Machine scrub and polish VCT (twice per year)
- ***Report all irregularities to management***

## **Offices/Administration/Entrance Lobby and Hallways**

### **Frequency**

### **Nightly**

- Clean and disinfect sinks and countertops
- Clean and polish tables
- Dust and spot clean all furniture, chairs and fixtures
- Dust baseboards and low wall areas and corners
- Empty all trash cans and replace liners as needed
- Replenish consumable supplies
- Spot clean all walls, light switches, door handles, door frames, doors and blinds  
**(monthly)**
- Sweep and mop hard surface floors
- Vacuum mats/carpet
- Clean and sanitize drinking fountains
- Clean/wash both side of glass doors
- Perform high dusting over six feet
- Spot clean stains in carpet with an extractor **(weekly)**
- General high dust partitions and another vertical surface **(weekly)**
- Machine scrub and polish VCT **(2X per year)**
- Secure all offices doors and turn off light indicated
- Report all irregularities to management

## **MPR / Cafeteria**

### **Frequency**

### **Nightly**

- Clean and disinfect water fountains
- Clean both sides of glass doors and door frames (if applicable)
- Empty all trash cans and replace
- Replenish consumable supplies
- Spot clean walls
- Vacuum all walk-off mats
- Dust mop all hard floor surfaces
- Machine scrub all hard floor surfaces
- Sanitize door handles/push plates
- Machine scrub and polish VCT (3X per year) winter, spring break, summer
- Clean all Trashcans on FRIDAYS
- Report all irregularities to management

## **Kitchen**

- Machine scrub and polish VCT (1 X per year) summer

## **Restrooms**

### **Frequency**

### **Nightly**

- Clean and disinfect all toilets and urinals
- Clean and disinfect all sinks and counters
- Spot clean walls around washbasins
- Disinfect underside and tops of toilet seats
- Empty all trash cans and replace liners as needed
- Replenish consumable supplies
- Spot clean all walls, light switches, door handles, door frames, and door and push plates with disinfectant
- Sweep and mop hard surface floors
- Vacuum mats
- Clean glass
- Clean dispensers
- Clean all metals and mirrors with bright work
- Sweep and wet mop floors with germicidal solution
- Dust and clean restroom air vents **(monthly)**
- Refill soap, towels, tissue, and seat cover dispensers
- Remove urinal screens, clean with disinfectant and replace in urinals
- Wipe down all partitions and ceramic tile walls. Leave streak free
- Pour clean water down floor drains to prevent sewer gasses from escaping (once per week)

- Dust high and low areas (once per month)
- Machine scrub and polish VCT (2X per year)
- Report all irregularities to management

## **PRICING**

**5 days a week night cleaner**

**\$5,077.67 per month**

Upon approval, please scan/email or fax signed proposal to (702) 331-4772. Should you have any questions, please contact our office at (702) 331-3061 or myself at 702-349-5196

***Note: If the floor crew arrives to the building and the work is canceled due to any reason, there will be a \$50 travel charge.***

Thank you,

*Christine Sanders*  
Director of Client Relations

ACCEPTED:

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Jimmy Morales  
Director of Operations

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Date: