



COMPLETED FACILITIES MAINTENANCE SOLUTIONS

Juan Carlos Rojas

Rojas Janitorial Services

6800 Macarthur Boulevard
Oakland, CA 94605

C: 510-878-0110

E: rojasjanitorialservice@gmail.com

DAY PORTER START DAILY FROM 6:00 AM TO 5:00 PM

- Inspect side facing Madison St. of the building to remove any residue or debris found and pressure wash as needed.
- Pressure wash front courtyard and inspect the handicapped ramp.
- Sweep Front sidewalk pavement and left side of the building.
- Sweep the Ground floor parking garage to remove any debris.
- Power wash and remove any debris on the driveway to the garage.
- Inspect and clean all Restroom constantly. Remove trash inside the Restroom once found $\frac{3}{4}$ full.
- Wipe and disinfect all tables and chairs in common areas
- Throw trash out prior to the shift completion
- Support with any cleaning and disinfecting that the school may need

NIGHTLY CLEANING SCHEDULE

**ENTRANCE LOBBY – SCHOOL OFFICES -- HALLWAYS – ALL
CLASSROOMS –ELEVATOR– ALL STAIRWELLS - COMMON
AREAS**

- Clean fingerprints and smudges from all entrance glass and entry doors.
- Neatly arrange all reading materials, product displays, marketing collateral, and furniture in the Reception areas.
- Dust all horizontal surfaces of office furniture and Front Desk including, counters, desks, computer monitors, tables, file cabinets, copy and fax machines, etc.
- Spot clean horizontal surfaces for removal of spillage, marks, and coffee rings.

- **Thoroughly Vacuum all walk off mats and area mats.**
- **Thoroughly spot clean all interior in each classroom.**
- **Spot clean and shampoo with steam clean any liquid spill or stain found on the carpet.**
- **Thoroughly mop the floor of with disinfectant to all ceramic tiles.**
- **Empty all trash receptacles and remove to a collection point.**
- **Replace new trash liners to all trashcans.**
- **Vacuum all carpeted areas in each classroom.**
- **Vacuum all mats, roll up, clean beneath and replace.**
- **Thoroughly disinfect all tables and chairs every night, return all chairs in proper places.**
- **Disinfect all light switches and door handles.**
- **Thoroughly clean all partition windows.**
- **Wipe down exterior doors.**
- **SWIPE AND MOP ALL STAIRWELL AND WIPE HANDRAIL INSIDE THE BUILDING.**

RESTROOMS

- Empty trash receptacles and wash, if necessary.
- Empty sanitary napkin receptacle and spray with a disinfectant.
- **Restock all paper products and hand soap.**
- **Thoroughly remove odor inside the Restrooms.**
- **Disinfect door handles, partition handles, and light switches.**
- Clean all dispensers, mirrors, and fixtures
- **Clean and disinfect sinks, urinals, toilets, and toilet seats.**

- **Spot clean walls and partitions to remove smudges and graffiti.**
- **Sweep and mop floor with disinfectant.**

MONTHLY CLEANING SCHEDULE

- Thoroughly dust all vertical surfaces of furniture, including desks, tables, chairs, file cabinets, etc.
- **High dusting of air vents tops of doors, door frames, ceiling corners, and edges etc.**
- Dust all baseboards.
- Vacuum upholstered furniture to remove dust and lint.
- Vacuum carpet edges and corners along walls and partitions.
- Wipe down all artificial plants.

QUARTERLY CLEANING SCHEDULE

- **Shampoo and steam all carpeted areas.**
- **Machine scrub the tiles at the first floor.**

2X A YEAR CLEANING SCHEDULE

- **Pressure wash Garage floors.**

OTHER SERVICES OFFERED

- Maintenance jobs such as light bulb replacement, faucet replacement, interior repairs such as Plumbing, wall repair, painting and others.
- Maintenance is charged at \$25 per hour.

CLEANING CONTRACT AGREEMENT

Rojas Janitorial Services and AIMS K-12 College Prep (“**CLIENT**”). Both **RJS** and **CLIENT** agree that **Rojas Janitorial Services** will begin service on _____, 2020, with the following terms and conditions.

1. **CLIENT** agrees to contract **RJS** to perform cleaning services according to the outlined cleaning schedule enclosed.
2. **CLIENT** agrees to verbally notify **RJS** of any non-performance prior to written notification.
3. **CLIENT** is responsible for purchasing cleaning supplies needed.
4. **RJS** staff will do a livescan – results will be sent to **CLIENT** and will issue proof of TB test prior to starting employment at any of the **CLIENTS** facilities.
5. **RJS** will charge the cleaning services at a rate of **\$22.50** per hour.
6. **CLIENT** agrees that during the term of this agreement and within ninety (90) days after termination of this agreement, will not employ directly or indirectly any employees, agent representatives of **RJS**.
7. This agreement is for a term of one (1) year, and shall be automatically renewable on the anniversary date, with the same terms and conditions, unless either party shall give written notice of termination, at least thirty (30) days prior to said anniversary date. Otherwise, this agreement may be terminated for non- performance only, and the terminating party must give the other party written notice specifying in detail the nature of any defect in performance. The non-terminating party shall have thirty (30) days to cure, to the reasonable satisfaction of the terminating party. If satisfaction is not achieved at the end of the thirtieth (30) day, the terminating party shall notify the non-terminating party in writing of failure to cure, and the agreement shall terminate thirty (30) days from date of said notice. All written notices must be timely and via certified mail. The Cure Period shall not apply in the event of failure by **CLIENT** to make payment for services in accordance with the Payment Terms in the Cleaning Agreement. In such event, **RJS** will provide written notice of delinquency to **CLIENT**, and **CLIENT** shall have 10 days to remit all balances then outstanding, after which time **RJS** may, at its sole discretion, discontinue services without further notice.
8. Invoices are sent out on the 1st and 15th of the month with current payment due by the 10th and 25th of the month.

Customer Signature

RJS Signature

Hourly vs Contract

Hourly	Contract
We pay for services and exact hours that are worked	We have a predetermined payment sum per month
Some months may be lower/higher hours due to the work requested	With the set payment amount there may be a shortage, or excess of work hours performed
Flexibility to change the hours based on need for the school	

Rojas Janitorial Service			Invoice	
Juan Carlos Bautista				
6800 Macarthur Boulevard				
Oakland, CA 94605			TERMS	21 Days
TO:			NUMBER	02-1520
AIPCS/AIPCS II 171 12th Street Oakland, CA 94607 510.893.8701 510.893.0345				
Date	Type of Service	Hours	Hourly Rate	Total
2/3/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/3/2020	Janitorial- cleaning of entire school	9	\$22.50	\$202.50
2/4/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/4/2020	Janitorial- cleaning of entire school	9	\$22.50	\$202.50
2/5/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/5/2020	Janitorial-cleaning of entire school	9	\$22.50	\$202.50
2/6/20	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/6/2020	Janitorial- cleaning of entire school	9	\$22.50	\$202.50
2/7/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/7/2020	Janitorial- cleaning of entire school	9	\$22.50	\$202.50
2/10/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/10/2020	Janitorial- cleaning of entire school	9	\$22.50	\$202.50
2/11/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/11/2020	Janitorial- cleaning of entire school	9	\$22.50	\$202.50
2/12/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/12/20	Janitorial - cleaning of entire school	9	\$22.50	\$202.50
2/13/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/13/2020	Janitorial -cleaning of entire school	9	\$22.50	\$202.50
2/14/2020	Day porter -cleaning bathrooms & common areas	16	\$22.50	\$360.00
2/14/2020	Janitorial -cleaning of entire school	9	\$22.50	\$202.50
				\$0.00
				\$0.00
				\$0.00
			TOTAL	\$5,625.00

