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| Project | **tenant fit out project** |
| Project address | 201 W. Boundary St  Savannah, GA |

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| Submitted By: | Your name | | Date: Friday, January 13, 2017 | |
| Contact | Phone: (202) 544-1353 | Fax: (404) 920-8576 | | [youremail@constructioncleanpartners.com](mailto:youremail@constructioncleanpartners.com) |

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| --- | --- | --- |
| Customer | Clayco | 1 TRANSAM PLAZA DR  OAKBROOK TERRACE, IL |

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| --- | --- | --- | --- |
| Name | Contact Number | Email | Project role |
| Lucas Asterman |  | astermanl@claycorp.com | Project Manager |
| Gearld Dame | (314) 308-0896 | dameg@claycorp.com | Other |
| Your Name |  |  | Final clean scheduler |
| Michael Vercellino | (217) 521-5152 | vercellinom@claycorp.com | Other |

GENERAL CLEANING

1. Removal of "CONSTRUCTION" trash & debris left on floors, walls and all items horizontal and vertical
2. Remove dust from all theatre seats, wipe and sanitize all arm rests (upholstery cleaning)
3. Dusting walls, baseboards, fixtures, and furnishings-cabinets counters, shelving
4. Vacuum clean/dust display cases inside and outside
5. Shine all stainless steel and clean elevator cab

RESTROOMS

A. Clean & sanitize full restroom including toilets/urinals, sinks, doors,

B. Wipe clean walls as necessary

C. Empty trash/move all trash from restroom

WINDOW CLEANING

1. All interior & ext. windows, which includes vestibules, and all doors
2. Wash inside glass & window, remove all dirt, smudges, fingerprints, streaks, cobwebs

STAIRWELLS

A. Sweep or dry vac stairs

B. Damp wipe railings

KITCHEN

A. Clean and polish all interior kitchen equipment, inside and out

B. Remove and dispose of ice machine ice prior to cleaning dispensing and storage areas. Ensure that ice machines are set to reload upon final cleaning.

C. Scrub all floor drains

D. Clean all freezers and coolers

*Floor Care Cleaning Specifications*

CARPET CARE

1. Vacuum carpet
2. Spot clean carpets (looking for visible spots)

CERAMIC TILE/SLATE CLEANING

1. Machine scrub all ceramic tile/Slate floors (including restrooms)
2. Dust mop entire floor area
3. Damp mop with cold water cleaner

VCT TILE Clean & Seal (alternate)

1. Complete gum, embedded material & scuff mark removal.
2. Sweep & damp mop all exposed tile areas.
3. Effectively protect all adjoining floors (carpet, wood, etc:) from solution & run-off /splash spillage
4. Complete machine scrub AND STRIP of all exposed tile using a national brand neutral cleaner

PRICING PER MENTIONED SCOPE:

|  |
| --- |
| $13500 |

Acceptance/ Sign-off:

|  |  |
| --- | --- |
| Customer: Clayco | |
| Date | Signature\*\* |

\*\* Customer signature verifies acceptance of the specifications and the pricing per Scope of Work\*\*

**GENERAL NOTES:**

**Conduct pre-walk through with GC**

* If non- punch list items create need for repeat work, an additional charge may be assessed.
* Any charge backs or additional charges will be pre-approved by both parties.

**EXCLUSIONS:**

* Construction debris or dumpster removal
* Out of scope work such as power washing exterior walkways, exterior signs, vent & return grills, etc. will be quoted on a case-by-case basis.
* Removal of adhered materials, stickers, tape, Styrofoam, cement splatter, and debris, will require a quoted additional charge.

Email signed proposal/ purchase order/ contract to [youremail@constructioncleanpartners.com](mailto:youremail@constructioncleanpartners.com)

If sending by physical mail

Your Company Name

Your street

City, State Zip

EIN: