**Budget Sheet** 

## If you are not submitting a bid on a location please put NA in the monthly column

|                            |               |         |        | COVID Cleaning | Window WASHING | Hazard Cleaning |
|----------------------------|---------------|---------|--------|----------------|----------------|-----------------|
| Terrell, Texas             | Frequency     | Monthly | Annual | Rate*          | Rate*          | Rate*           |
|                            |               |         |        |                |                |                 |
| 400 Airport Road           | 5 Days / Week | Ş       | \$     | \$             | \$             | \$              |
|                            |               |         |        |                |                |                 |
| 1 Skyline Drive            | 5 Days / Week | \$      | \$     | \$             | \$             | \$              |
|                            | *             |         |        |                |                |                 |
| 209 N Rockwall Avenue      | 3 Days / Week | \$      | \$     | \$             | \$             | <b>₩</b>        |
|                            |               |         |        |                |                |                 |
|                            |               |         |        | COVID Cleaning | Window Washing | Hazard Cleaning |
| Rockwall, TX               | Frequency     | Monthly | Annual | Rate*          | Rate*          | Rate*           |
| 2435 Ridge Road, Suite 107 | 5 Days / Week | \$      | \$     | \$             | \$             | \$              |
|                            |               |         |        |                |                | -               |
| 1525 Airport Road          | 3 Days / Week | \$      | \$     | \$             | S              | S               |

<sup>\*</sup>If applicable, please indicate your service rate for special services offered.

|      | 400 Airport Road Terrell, TX 75160 - 30,120 SC   | FT OFFIC           | E BUILI | DING A | ND HE | ALTH CLIN   | IIC -       |
|------|--|--------------------|---------|--------|-------|-------------|-------------|
| Item | PERFORMANCE REQUIREMENTS   | weekly<br>standard | M       | Т      | w     | Т           | F           |
| 1    | Office Spaces:   |                    |         |        |       |             |             |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5X                 | х       | х      | Х     | Х           | х           |
|      | Vacuum carpeted areas  | 2X                 |         | х      |       | Х           |             |
|      | Spot clean minor carpet stains   | As<br>Needed       |         |        |       |             |             |
| 2    | Common Areas/Reception Areas:  | Nececu             |         |        |       |             |             |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5X                 | х       | Х      | х     | Х           | Х           |
|      | Dust off horizontal surfaces (not requiring ladder)  | 1X                 |         |        | Х     |             |             |
|      | Dust wipe and polish chairs, desks, tables, counters, pictures, etc.                       | 2X                 |         | х      |       | Х           |             |
|      | Clean entry door glass   | 1X                 |         |        | х     |             |             |
|      | Spot clean marks next to light switches, doors, door frames, and glass                     | 2X                 |         | Х      |       | Х           | V-1/11-2-   |
|      | Sanitize drinking fountains  | 5X                 | х       | Х      | х     | х           | Х           |
|      | Police immediate exterior of entries for debris  | 3X                 | Х       | ****   | х     |             | Х           |
|      | Spot mop floor with disinfectant cleaners  | 5X                 | Х       | Х      | х     | Х           | х           |
|      | Vacuum carpeted areas  | 2X                 | Х       | -      | Х     |             | Х           |
| 3    | Elevator and Stairway:   |                    |         |        |       |             |             |
|      | Dust floor, and damp mop floor with disinfectant   | 3X                 | Х       |        | х     |             | х           |
|      | Spot clean and disinfect panels  | 5X                 | х       | Х      | Х     | Х           | Х           |
|      | Dust floor, and damp mop floor with disinfectant   | 3X                 | Х       |        | Х     |             | Х           |
|      | Clean and disinfect railings   | 5X                 | Х       |        | Х     |             | Х           |
| 4    | Lunchroom/Kitchen Maintenance:   |                    |         |        |       |             |             |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5X                 | х       | Х      | Х     | Х           | Х           |
|      | Stock paper towels if needed   | 5X                 | Х       | Х      | Х     | Х           | Х           |
|      | Wipe clean tables and chairs   | 5X                 | х       | Х      | X     | Х           | Х           |
|      | Dust and wipe horizontal surfaces  | 1X                 |         |        | Х     | <del></del> |             |
|      | Dust and damp mop with disinfectant all tiled areas  | 5X                 | х       | Χ      | Х     | Х           | X           |
|      | Vacuum all carpeted areas  | 2X                 |         | Х      |       | X           | <del></del> |

| 55 | Restroom Cleaning:   |              |   |   |   |   |   |
|----|--|--------------|---|---|---|---|---|
|    | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5X           | Х | Х | х | Х | х |
|    | Clean and disinfect all toilet bowls, toilet seats and urinals                             | 5X           | X | Х | Х | Х | х |
|    | Clean and disinfect counters, wash basins and soap dispensers                              | 5X           | х | Х | × | Х | х |
|    | Clean mirrors and dispensers   | 5X           | Х | Х | х | х | Х |
|    | Sweep, damp mop and disinfect all restroom floors  | 5X           | Х | Х | Х | Х | Х |
|    | Remove gum, hair and other foreign substances from floor surfaces                          | 5X           | Х | х | х | х | х |
|    | Dust and wipe horizontal surfaces within reach including vent                              | 3X           | Х |   | х |   | X |
|    | Fill all toilet paper, paper towel, seat covers and soap dispensers                        | 5X           | Х | × | х | х | х |
| 6  | Miscellaneous Items  |              |   |   |   |   |   |
|    | Hazardous Cleaning   | As<br>needed |   |   |   |   |   |
|    | COVID19 Disinfecting   | As<br>needed |   |   |   |   |   |
|    | Window Washing (Interior & Exterior)   | 4x Annual    |   |   |   |   |   |

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|      | 1 SKYLINE DRIVE TERRELL, TX  | 75160 - 1,         | 820 SQF                                | T OFFICE                                 | BUILDIN | G |                 |
|------|--|--------------------|--|--|---------|---|-----------------|
| ltem | PERFORMANCE REQUIREMENTS   | weekly<br>standard | М                                      | т  | w       | Т | F               |
| 1    | Office Spaces:   |                    |  |  |         |   |                 |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 5X                 | ×                                      | х  | х       | Х | ×               |
|      | Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork) | 2X                 |  | Х  |         | Х |                 |
| -    | Dust, wipe and polish accessible surfaces of desks, chairs, tables and other office furniture    | 2X                 |  | Х  |         | X |                 |
|      | Spot clean marks next to light switches, doors and door frames                                   | 2X                 |  | х  |         | х |                 |
|      | Brush or vacuum upholstered seating  | 2X                 |  | Х  |         | х |                 |
|      | Vacuum carpeted areas  | 2X                 |  | х  |         | Х |                 |
|      | Spot clean minor carpet stains   | As needed          |  |  |         |   |                 |
| 2    | Common Areas/Reception Areas:  |                    |  |  |         |   | Service Control |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 5X                 | х                                      | х  | х       | х | х               |
|      | Dust off horizontal surfaces (not requiring ladder)  | 2X                 |  | х  |         | х |                 |
|      | Dust wipe and polish chairs, desks, tables, counters, pictures, etc.                             | 2X                 |  | х  |         | x |                 |
|      | Dust and clean director board, glass and any mirrors   | As<br>Needed       |  |  |         |   |                 |
|      | Clean entry door glass   | 5X                 | Х                                      |  | х       |   | х               |
| -    | Spot clean marks next to light switches, doors, door frames, glass and polish bright work        | 2X                 |  | х  |         | х |                 |
|      | Police immediate exterior of entries for debris  | As<br>Needed       |  |  | х       |   |                 |
|      | Maintain office furniture and arrange table and counters in a neat and orderly fashion           | 2X                 |  | Х  |         | х |                 |
|      | Spot mop floor with disinfectant cleaners  | 5X                 | Х                                      |  | Х       |   | Х               |
|      | Vacuum carpeted areas  | 2X                 | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Х  | -       | х |                 |
| 3    | Lunchroom/Kitchen Maintenance:   |                    |  | F 10 10 10 10 10 10 10 10 10 10 10 10 10 | 7,0464  |   |                 |
|      | Pick up trash, empty all waste and recycling<br>receptacles, reline waste with plastic liners    | 5X                 | Х                                      | Х  | Х       | X | Х               |
|      | Clean tops of garbage cans   | As needed          |  |  | X       |   |                 |
|      | Clean lunchroom countertops, tabletops, sinks and hardware                                       | 5X                 | Х                                      |  | Х       |   | X               |
|      | Spot clean front of cabinets and major appliances  | 2X                 |  | Х  |         | х |                 |
|      | Wipe clean tables and chairs   | 5X                 | х                                      |  | Х       |   | х               |
|      | Dust and wipe horizontal surfaces  | 5X                 | х                                      |  | Х       |   | х               |
|      | Dust and damp mop with disinfectant all tiled areas  | 5X                 | х                                      |  | Х       |   | х               |
|      | Vacuum all carpeted areas  | 2X                 |  | Х  |         | х |                 |

|   |  |              | ; |   |   |   |   |
|---|--|--------------|---|---|---|---|---|
| 4 | Restroom Cleaning:   |              |   |   |   |   |   |
|   | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5X           | X | х | х | X | Х |
|   | Clean and disinfect all toilet bowls, toilet seats and urinals                             | 5X           | Х | х | х | х | х |
|   | Clean and disinfect counters, wash basins and soap dispensers                              | 5X           | х | х | х | х | X |
|   | Clean and polish mirrors and dispensers  | 5X           | Х | х | х | х | Х |
|   | Clean and polish chrome fixtures   | 5X           | Х | х | Х | Х | х |
|   | Sweep, damp mop and disinfect all restroom floors  | 5X           | Х | X | х | Х | Х |
|   | Remove gum, hair and other foreign substances from floor surfaces                          | 5X           | X | х | Х | Х | Х |
|   | Dust and wipe horizontal surfaces within reach including vent                              | 5X           | Х |   | Х | - | Х |
| 5 | Miscellaneous Items  |              |   |   |   |   |   |
|   | Hazardous Cleaning   | As<br>needed |   |   | - |   |   |
|   | COVID19 Disinfecting   | As<br>needed |   |   |   |   |   |
|   | Window Washing (Interior & Exterior)   | 4x Annual    |   |   |   |   |   |

|      | 209 N ROCKWALL AVE - TERRELL,  | TX 75160           | 0 3,000 SC     | QFT OFFIC | E BUILDI                              | NG             | 4                      |
|------|--|--------------------|----------------|-----------|---------------------------------------|----------------|------------------------|
| ltem | PERFORMANCE REQUIREMENTS   | weekly<br>standard | М              | Т         | w                                     | Т              | F                      |
| 1    | Office Spaces:   |                    | гарай в Вранца |           |                                       | 1944.          | L<br>Principal         |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 3X                 | X              |           | х                                     |                | X                      |
|      | Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork) | As<br>Needed       |                |           | х                                     |                |                        |
|      | Dust, wipe and polish accessible surfaces of desks, chairs, tables and other office furniture    | 3X                 | х              |           | х                                     |                | х                      |
|      | Spot clean marks next to light switches, doors and door frames                                   | As<br>Needed       |                |           | х                                     |                |                        |
|      | Vacuum carpeted areas  | ЗХ                 | х              |           | х                                     |                | Х                      |
|      | Spot clean minor carpet stains   | As<br>Needed       |                |           | х                                     |                |                        |
| 2    | Common Areas/Reception Areas:  |                    |                |           | 7.4                                   | 40             | ga ga marana<br>Marana |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 3X                 | x              |           | Х                                     |                | Х                      |
|      | Dust off horizontal surfaces (not requiring ladder)  | As<br>Needed       |                |           | х                                     |                |                        |
|      | Dust wipe and polish chairs, desks, tables, counters, pictures, etc.                             | 3X                 | х              |           | х                                     |                | Х                      |
|      | Dust and clean director board, glass and any mirrors   | As<br>Needed       |                |           |                                       |                |                        |
|      | Clean entry door glass   | As<br>Needed       |                |           |                                       |                |                        |
|      | Police immediate exterior of entries for debris  | As<br>Needed       |                |           |                                       |                |                        |
|      | Maintain office furniture and arrange table and counters in a neat and orderly fashion           | 3X                 | х              |           | х                                     |                | х                      |
|      | Spot mop floor with disinfectant cleaners  | 3X                 | х              |           | ×                                     |                | х                      |
|      | Vacuum carpeted areas  | 3X                 | х              |           | х                                     |                | х                      |
|      | Lunchroom/Kitchen Maintenance:   | As<br>Needed       |                |           |                                       | 701<br>1100 TH |                        |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 3X                 | х              |           | X                                     |                | х                      |
|      | Clean tops of garbage cans   | As<br>Needed       |                |           | х                                     |                |                        |
|      | Clean lunchroom countertops, tabletops, sinks and hardware                                       | 3x                 | х              |           | х                                     |                | х                      |
|      | Spot clean front of cabinets and major appliances  | As<br>Needed       |                |           |                                       |                |                        |
| ľ    | Wipe clean tables and chairs   | 3X                 | х              |           | х                                     |                | х                      |
|      | Dust and wipe horizontal surfaces  | As<br>Needed       |                |           | · · · · · · · · · · · · · · · · · · · |                |                        |
|      | Dust and damp mop with disinfectant all tiled areas  | 3X                 | х              |           | х                                     |                | Х                      |
|      | √acuum all carpeted areas  | 3X                 | Х              |           | Х                                     |                | Х                      |

| 4 | Restroom Cleaning:   | As<br>Needed |   | 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | 55. g = 54. | a management | # 1 |
|---|--|--------------|---|---------------------------------------|-------------|--------------|-----|
|   | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | зх           | х |                                       | Х           |              | X   |
|   | Clean and disinfect all toilet bowls, toilet seats and urinals                             | зх           | х |                                       | х           |              | х   |
|   | Clean and disinfect counters, wash basins and soap dispensers                              | зх           | х |                                       | х           |              | х   |
|   | Clean and polish mirrors and dispensers  | 3X           | х |                                       | х           |              | х   |
|   | Clean and polish chrome fixtures   | As<br>Needed |   |                                       |             |              |     |
|   | Sweep, damp mop and disinfect all restroom floors  | ЗХ           | Х |                                       | х           |              | х   |
|   | Remove gum, hair and other foreign substances from floor surfaces                          | As<br>Needed |   |                                       |             |              |     |
|   | Dust and wipe horizontal surfaces within reach including vent                              | As<br>Needed |   |                                       |             |              |     |
|   | Fill all toilet paper, paper towel, seat covers and soap dispensers                        | ЗХ           | Х |                                       | х           |              | Х   |
| 5 | Miscellaneous Items  |              |   |                                       |             |              |     |
|   | Hazardous Cleaning   | As needed    |   |                                       |             |              |     |
|   | COVID19 Disinfecting   | As needed    |   |                                       |             |              |     |
|   | Window Washing (Interior & Exterior)   | 4x Annual    |   |                                       |             |              | -   |

|          | 2435 RIDGE ROAD Suite 107 - ROCKWAL  |                    | 37 - 4,455     | SQFT M | H CLINIC | AND OF     | ICE SPAC         | E        |
|----------|--|--------------------|----------------|--------|----------|------------|------------------|----------|
| Item     | PERFORMANCE REQUIREMENTS   | weekly<br>standard | S              | М      | Т        | w          | Т                | F        |
| <b>1</b> | Office Spaces:   |                    |                |        |          |            |                  |          |
|          | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5x                 |                | Х      | Х        | X          | х                | >        |
|          | Spot clean marks next to light switches, doors and door frames                             | As needed          |                |        |          |            |                  |          |
|          | Vacuum carpeted areas  | 2x                 |                |        | Х        |            | Х                |          |
|          | Spot clean minor carpet stains   | As<br>Needed       |                |        |          |            |                  |          |
| 2 1      | Common Areas/Reception Areas:  |                    | 11.00          |        |          | 1          | 9                |          |
|          | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5x                 |                | · x    | х        | , <b>X</b> | X                | >        |
|          | Dust off horizontal surfaces (not requiring ladder)  | As needed          |                |        |          |            |                  |          |
|          | Clean entry door glass   | As needed          |                |        |          |            |                  |          |
|          | Police immediate exterior of entries for debris  | 5X                 |                | Х      | х        | х          | Х                | ×        |
|          | Spot mop floor with disinfectant cleaners  | 5X                 |                | Х      | Х        | Х          | х                | ×        |
|          | Vacuum carpeted areas  | 2X                 |                |        | Х        |            | Х                |          |
| 3        | Lunchroom/Kitchen Maintenance:   | 10                 |                | 4      |          |            | 14.1             |          |
|          | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | 5X                 |                | X      | ×        | Х          | X                | ×        |
|          | Clean lunchroom countertops, tabletops, sinks and hardware                                 | 5X                 |                | Х      | Х        | Х          | х                | Х        |
|          | Dust and damp mop with disinfectant all tiled areas  | 5X                 |                | Х      | х        | Х          | Х                | Х        |
| 4        | Restroom Cleaning:   |                    | 3,000<br>11440 |        | 100      | Page 1     | # H <sup>1</sup> | The same |
|          | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners | , 5X               |                | . X    | Х        | Х          | Х                | ×        |
|          | Clean and disinfect all toilet bowls, toilet seats and urinals                             | 5X                 |                | х      | Х        | Х          | Х                | Х        |
|          | Clean and disinfect counters, wash basins and soap dispensers                              | 5X                 |                | ×      | х        | х          | х                | Х        |
|          | Clean and polish mirrors and dispensers  | 5X                 |                | х      | х        | х          | Х                | ×        |
| -        | Sweep, damp mop and disinfect all restroom floors  | 5X                 |                | X      | Х        | х          | х                | Х        |
|          | Remove gum, hair and other foreign substances from floor surfaces                          | 5X                 |                | х      | х        | х          | Х                | Х        |
|          | Dust and wipe horizontal surfaces within reach including vent                              | зх                 |                | Х      |          | Х          | -                | Х        |
|          | Fill all toilet paper, paper towel, seat covers and soap dispensers                        | 5X                 |                | х      | Х        | Х          | Х                | X        |

| 5 | Miscellaneous Items                  |           |  |      |  |
|---|--------------------------------------|-----------|--|------|--|
|   | Hazardous Cleaning                   | As needed |  |      |  |
|   | COVID19 Disinfecting                 | As needed |  | <br> |  |
|   | Window Washing (Interior & Exterior) | 4x Annual |  |      |  |

|      | 1525 Airport Road Rockwall, TX 7   | 5087   | SQFT Da | ıy Habilit: | ation Cei | iter | Turner. |
|------|--|--|---------|-------------|-----------|------|---------|
| ltem | PERFORMANCE REQUIREMENTS   | weekly<br>standard   | М       | Т           | w         | Т    | F       |
| 1    | Office Spaces:   | Supplement of the supplement o |         |             |           |      |         |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | ЗХ   | х       |             | х         |      | х       |
|      | Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork) | As<br>needed   |         |             | х         |      |         |
|      | Vacuum carpeted areas  | 3x   | х       |             | х         |      | Х       |
|      | Spot clean minor carpet stains   | As<br>needed   |         |             | х         |      |         |
| 2    | Common Areas/Reception Areas:  |  |         |             |           |      | 12.00   |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 3x   | X       |             | х         |      | х       |
|      | Dust off horizontal surfaces (not requiring ladder)  | As<br>needed   |         |             | х         |      |         |
|      | Clean entry door glass   | 3x   | Х       |             | х         |      | Х       |
|      | Sanitize and polish drinking fountains   | As<br>needed   |         |             | х         |      |         |
|      | Spot mop floor with disinfectant cleaners  | 3x   | ×       |             | х         |      | х       |
|      | Vacuum carpeted areas  | 3x   | Х       |             | Х         |      | х       |
|      | Lunchroom/Kitchen Maintenance:   |  |         | 1000        |           |      |         |
|      | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 3x   | Х       |             | X         |      | х       |
|      | Clean tops of garbage cans   | 3x   | X       |             | Х         |      | х       |
|      | Stock paper towels if needed   | 3x   | х       |             | Х         |      | X       |
|      | Dust and damp mop with disinfectant all tiled areas  | 3x   | Х       |             | Х         |      | х       |
| ·    | Vacuum all carpeted areas  | 3x   | Х       |             | Х         |      | х       |
|      | Restroom Cleaning:   |  |         |             | eng.      |      |         |
| !    | Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners       | 3x   | х       |             | X         |      | Х       |
| (    | Clean and disinfect all toilet bowls, toilet seats and urinals                                   | 3x   | Х       |             | Х         |      | Х       |
| 0    | Clean and disinfect counters, wash basins and soap dispensers                                    | 3x   | Х       |             | Х         |      | х       |
| · ·  | Clean and polish mirrors and dispensers  | 3x   | X       |             | X         |      | х       |
|      | Sweep, damp mop and disinfect all restroom floors  | 3x   | х       | ·           | х         |      | Х       |
| f    | Remove gum, hair and other foreign substances rom floor surfaces                                 | 3x   | Х       |             | Х         |      | х       |
| li i | Dust and wipe horizontal surfaces within reach ncluding vent                                     | 3x   | х       |             | Х         |      | Х       |
| F    | ill all toilet paper, paper towel, seat covers and coap dispensers                               | 3x   | х       |             | Х         |      | х       |

|   |                                      | :            |   |      |  |
|---|--------------------------------------|--------------|---|------|--|
| 5 | Miscellaneous Items                  |              |   |      |  |
|   | Hazardous Cleaning                   | As<br>needed |   |      |  |
|   | COVID19 Disinfecting                 | As<br>needed |   | <br> |  |
|   | Window Washing (Interior & Exterior) | 4x Annual    | ; |      |  |