

# Budget Sheet

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

Terrell, Texas	Frequency	Monthly	Annual	COVID Cleaning Rate*	Window WASHING Rate*	Hazard Cleaning Rate*
400 Airport Road	5 Days / Week	\$	\$	\$	\$	\$
1 Skyline Drive	5 Days / Week	\$	\$	\$	\$	\$
209 N Rockwall Avenue	3 Days / Week	\$	\$	\$	\$	\$

Rockwall, TX	Frequency	Monthly	Annual	COVID Cleaning Rate*	Window Washing Rate*	Hazard Cleaning Rate*
2435 Ridge Road, Suite 107	5 Days / Week	\$	\$	\$	\$	\$
1525 Airport Road	3 Days / Week	\$	\$	\$	\$	\$

\*If applicable, please indicate your service rate for special services offered.

**400 Airport Road Terrell, TX 75160 - 30,120 SQFT OFFICE BUILDING AND HEALTH CLINIC**

Item	PERFORMANCE REQUIREMENTS	weekly standard	M	T	W	T	F
<b>1</b>	<b>Office Spaces:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5X	X	X	X	X	X
	Vacuum carpeted areas	2X		X		X	
	Spot clean minor carpet stains	As Needed					
<b>2</b>	<b>Common Areas/Reception Areas:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5X	X	X	X	X	X
	Dust off horizontal surfaces (not requiring ladder)	1X			X		
	Dust wipe and polish chairs, desks, tables, counters, pictures, etc.	2X		X		X	
	Clean entry door glass	1X			X		
	Spot clean marks next to light switches, doors, door frames, and glass	2X		X		X	
	Sanitize drinking fountains	5X	X	X	X	X	X
	Police immediate exterior of entries for debris	3X	X		X		X
	Spot mop floor with disinfectant cleaners	5X	X	X	X	X	X
	Vacuum carpeted areas	2X	X		X		X
<b>3</b>	<b>Elevator and Stairway:</b>						
	Dust floor, and damp mop floor with disinfectant	3X	X		X		X
	Spot clean and disinfect panels	5X	X	X	X	X	X
	Dust floor, and damp mop floor with disinfectant	3X	X		X		X
	Clean and disinfect railings	5X	X		X		X
<b>4</b>	<b>Lunchroom/Kitchen Maintenance:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5X	X	X	X	X	X
	Stock paper towels if needed	5X	X	X	X	X	X
	Wipe clean tables and chairs	5X	X	X	X	X	X
	Dust and wipe horizontal surfaces	1X			X		
	Dust and damp mop with disinfectant all tiled areas	5X	X	X	X	X	X
	Vacuum all carpeted areas	2X		X		X	

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

**1 SKYLINE DRIVE TERRELL, TX 75160 - 1,820 SQFT OFFICE BUILDING**

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

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

**209 N ROCKWALL AVE - TERRELL, TX 75160 3,000 SQFT OFFICE BUILDING**

Item	PERFORMANCE REQUIREMENTS	weekly standard	M	T	W	T	F
<b>1</b>	<b>Office Spaces:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	3X	X		X		X
	Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork)	As Needed			X		
	Dust, wipe and polish accessible surfaces of desks, chairs, tables and other office furniture	3X	X		X		X
	Spot clean marks next to light switches, doors and door frames	As Needed			X		
	Vacuum carpeted areas	3X	X		X		X
	Spot clean minor carpet stains	As Needed			X		
<b>2</b>	<b>Common Areas/Reception Areas:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	3X	X		X		X
	Dust off horizontal surfaces (not requiring ladder)	As Needed			X		
	Dust wipe and polish chairs, desks, tables, counters, pictures, etc.	3X	X		X		X
	Dust and clean director board, glass and any mirrors	As Needed					
	Clean entry door glass	As Needed					
	Police immediate exterior of entries for debris	As Needed					
	Maintain office furniture and arrange table and counters in a neat and orderly fashion	3X	X		X		X
	Spot mop floor with disinfectant cleaners	3X	X		X		X
	Vacuum carpeted areas	3X	X		X		X
<b>3</b>	<b>Lunchroom/Kitchen Maintenance:</b>	As Needed					
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	3X	X		X		X
	Clean tops of garbage cans	As Needed			X		
	Clean lunchroom countertops, tabletops, sinks and hardware	3x	X		X		X
	Spot clean front of cabinets and major appliances	As Needed					
	Wipe clean tables and chairs	3X	X		X		X
	Dust and wipe horizontal surfaces	As Needed					
	Dust and damp mop with disinfectant all tiled areas	3X	X		X		X
	Vacuum all carpeted areas	3X	X		X		X

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

**2435 RIDGE ROAD Suite 107 - ROCKWALL, TX 75087 - 4,455 SQFT MH CLINIC AND OFFICE SPACE**

Item	PERFORMANCE REQUIREMENTS	weekly standard	S	M	T	W	T	F
<b>1</b>	<b>Office Spaces:</b>							
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5x		X	X	X	X	X
	Spot clean marks next to light switches, doors and door frames	As needed						
	Vacuum carpeted areas	2x			X		X	
	Spot clean minor carpet stains	As Needed						
<b>2</b>	<b>Common Areas/Reception Areas:</b>							
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5x		X	X	X	X	X
	Dust off horizontal surfaces (not requiring ladder)	As needed						
	Clean entry door glass	As needed						
	Police immediate exterior of entries for debris	5X		X	X	X	X	X
	Spot mop floor with disinfectant cleaners	5X		X	X	X	X	X
	Vacuum carpeted areas	2X			X		X	
<b>3</b>	<b>Lunchroom/Kitchen Maintenance:</b>							
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5X		X	X	X	X	X
	Clean lunchroom countertops, tabletops, sinks and hardware	5X		X	X	X	X	X
	Dust and damp mop with disinfectant all tiled areas	5X		X	X	X	X	X
<b>4</b>	<b>Restroom Cleaning:</b>							
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	5X		X	X	X	X	X
	Clean and disinfect all toilet bowls, toilet seats and urinals	5X		X	X	X	X	X
	Clean and disinfect counters, wash basins and soap dispensers	5X		X	X	X	X	X
	Clean and polish mirrors and dispensers	5X		X	X	X	X	X
	Sweep, damp mop and disinfect all restroom floors	5X		X	X	X	X	X
	Remove gum, hair and other foreign substances from floor surfaces	5X		X	X	X	X	X
	Dust and wipe horizontal surfaces within reach including vent	3X		X		X		X
	Fill all toilet paper, paper towel, seat covers and soap dispensers	5X		X	X	X	X	X



5	Miscellaneous Items							
	Hazardous Cleaning	As needed						
	COVID19 Disinfecting	As needed						
	Window Washing (Interior & Exterior)	4x Annual						

**1525 Airport Road Rockwall, TX 75087 - .... SQFT Day Habilitation Center**

Item	PERFORMANCE REQUIREMENTS	weekly standard	M	T	W	T	F
<b>1</b>	<b>Office Spaces:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	3X	X		X		X
	Dust, wipe and polish window ledges and other horizontal surfaces within reach (such as artwork)	As needed			X		
	Vacuum carpeted areas	3x	X		X		X
	Spot clean minor carpet stains	As needed			X		
<b>2</b>	<b>Common Areas/Reception Areas:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	3x	X		X		X
	Dust off horizontal surfaces (not requiring ladder)	As needed			X		
	Clean entry door glass	3x	X		X		X
	Sanitize and polish drinking fountains	As needed			X		
	Spot mop floor with disinfectant cleaners	3x	X		X		X
	Vacuum carpeted areas	3x	X		X		X
<b>3</b>	<b>Lunchroom/Kitchen Maintenance:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	3x	X		X		X
	Clean tops of garbage cans	3x	x		X		x
	Stock paper towels if needed	3x	X		X		X
	Dust and damp mop with disinfectant all tiled areas	3x	X		X		X
	Vacuum all carpeted areas	3x	X		X		X
<b>4</b>	<b>Restroom Cleaning:</b>						
	Pick up trash, empty all waste and recycling receptacles, reline waste with plastic liners	3x	X		X		X
	Clean and disinfect all toilet bowls, toilet seats and urinals	3x	X		X		X
	Clean and disinfect counters, wash basins and soap dispensers	3x	X		X		X
	Clean and polish mirrors and dispensers	3x	X		X		X
	Sweep, damp mop and disinfect all restroom floors	3x	X		X		X
	Remove gum, hair and other foreign substances from floor surfaces	3x	X		X		X
	Dust and wipe horizontal surfaces within reach including vent	3x	X		X		X
	Fill all toilet paper, paper towel, seat covers and soap dispensers	3x	X		X		X

5	Miscellaneous Items						
	Hazardous Cleaning	As needed					
	COVID19 Disinfecting	As needed					
	Window Washing (Interior & Exterior)	4x Annual					