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AGREEMENT A

THIS AGREEMENT, between **SANTA CRUZ BRIDGE CENTER**, hereinafter called **CUSTOMER**, and **CLEAN BUILDING MAINTENANCE COMPANY**, hereinafter called **JANITORIAL SERVICE**.

WITNESS

DUTIES OF JANITORIAL SERVICE

- **JANITORIAL SERVICE** shall furnish all labor and equipment required to perform satisfactorily all of the services required by **CUSTOMER** in the premises hereinafter described in a strictly first class manner and to the satisfaction of the **CUSTOMER**, including the attached items of work set out below and more particularly described in Exhibit "A, B & C" attached hereto, and by this reference made a part hereof.
- **JANITORIAL SERVICE** shall perform all work required of it thereunder at hours or during times when the business of the **CUSTOMER** or any tenant or occupant of the premises is not being conducted on said premises and the performance of any of the duties of **JANITORIAL SERVICE** thereunder shall not interfere with or impede the conduct of the business of any such **CUSTOMER**, tenant or occupant.
- The property in which said services shall be performed, which property is hereafter called "the premises," is known and described as 2450 17th Avenue, Suite 200, Santa Cruz, CA 95062.

TERM

The term of this contract shall be from: _____ through _____, both dates inclusive, but subject to the following:

- Provided, further, that in the event a new AGREEMENT covering the premises has not been entered into between the parties prior to its expiration date and neither party has served upon the other ten (10) days' written notice of its election that this contract shall terminate upon its expiration date, then this AGREEMENT shall continue in force for a further period of one (1) year upon the same terms and conditions set forth unless written notice is given on thirty (30) days notice of any proposed changes.
- If during the effective period of this AGREEMENT **JANITORIAL SERVICE** violates any of the provisions of this contract, or in the event the premises or a major part thereof shall no longer be occupied, **CUSTOMER**, in any event, may on thirty (30) days' notice to **JANITORIAL SERVICE** terminate this AGREEMENT.



CONTRACT PRICE

- **CUSTOMER** shall pay to **JANITORIAL SERVICE** on or before the 30th day after the receipt of **JANITORIAL SERVICE** invoice for services performed for the preceding month, for the faithful performance of the services herein required to **JANITORIAL SERVICE** at 2450 17th Avenue, Suite 200, Santa Cruz, CA 95062. **JANITORIAL SERVICE** agrees to accept said sums in full payment for any and all services rendered by **JANITORIAL SERVICE**. All consumable supplies are to be invoiced in addition to the contract price.

COST:

- **Exhibit "A"** **\$180.00**
- **Exhibit "B"** **\$135.00**
- **Exhibit "C"** **\$45.00**

SPECIFIC DUTIES

- Reference is expressly made to Exhibit "A, B & C" and to the list of work items enumerated thereon. It is expressly agreed between **CUSTOMER** and **JANITORIAL SERVICE** list of work items listed under Exhibit "A, B & C" only those items are to be performed by **JANITORIAL SERVICE** under this Contract.

IN WITNESS WHEREOF the parties have executed this Agreement this

_____ day of _____

Sixto Alvarez

**ACBL OF SANTA CRUZ
 COUNTY, UNIT 550**

PROVIDED BY CLEAN BUILDING MAINTENANCE:

General Aggregate Limit (other than products and completed operations)	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Combined Single Limit for Bodily Injury and Property Damage	\$1,000,000
Erisa Employee Dishonesty	\$10,000
Workers Compensation and Employers' Liability	\$1,000,000
Employee Health Insurance	
10-Year Background Check per customers request (additional charge may apply)	



EXHIBIT A

TWICE PER WEEK SERVICE

BREAK ROOM:

- Clean tops of tables and counter tops
- Empty waste and recycle containers and replace liners
- Dust and damp mop floors
- Clean faucet and sink (no dishes)
- Dust ledges and sills
- Wipe exterior of refrigerator

OFFICE AND OPEN AREA:

- Vacuum carpeted areas
- Dust ledges and sills
- Dust any open horizontal surfaces
- Clean tops of tables and counter tops
- Clean or dust chairs
- Arrange furniture
- Spot clean glass
- Dust window sills

MISCELLANEOUS:

- Spot clean walls
- Spot clean carpets
- Report all unusual conditions
- Report any damage or malfunction on job site
- Turn off all lights except those Customer wishes left on

To be paid by ACBL of Santa Cruz County, Suite 550

EXHIBIT B

TWICE PER WEEK SERVICE

RESTROOMS:

- Chrome hardware - wash and polish
- Clean and fill all dispensers
- Clean and sanitize all fixtures and counter tops
- Clean mirrors
- Empty waste containers and replace liner
- Dust and damp mop floors with germicidal cleaner

OPEN AREA:

- Vacuum carpet
- Dust ledges and sills

To Be paid split 50/50 by ACBL of Santa Cruz County, Suite 550 and PacCom Management Service.

EXHIBIT C

ONCE PER WEEK SERVICE

ENTRANCE:

- Clean entrance glass door

STAIRS AND LANDINGS:

- Maintain stairs and landings – every service
- Clean hand rails

HALLWAYS:

- Vacuum carpet
- Spot clean wall and doors
- Dust sills and ledges

ELEVATOR:

- Clean and polish elevator
- Damp mop floors with germicide cleaner
- Clean metal treads

To Be paid by PacCom Management Service.

MISCELLANEOUS:

- Spot clean glass
- Clean and polish drinking water fountains
- Report all unusual conditions
- Report any damage or malfunction on job site
- Turn off all lights except those Customer wishes left on

QUALITY

SITE INSPECTION:

Clean Building Maintenance does a walk-through of the client's facilities. This is a quality inspection that reviews:

- Quality and Reliability
- Employee performance
- Client needs - present/future
- Potential problem areas

The site inspector is responsible for fulfilling the contract specifications as described in the section headed Agreement "A, B & C". Site inspections are performed once a month. A site inspection involves reviewing the work areas, personnel and end product or service. The walk-through can be done by the site inspector unaccompanied, or with the client, at the client's convenience. An appointment for a more detailed walk-through can be made at your convenience through Clean Building Maintenance.

TRAINING & EQUIPMENT

JOB TRAINING:

- Clean Building Maintenance uses industry standardized training video recordings as a base for all new employees. All videotapes are in both English and Spanish.

TAPES LISTED BELOW:

- Interior Office Building Cleaning
 - Basic Restroom Cleaning
 - Custodial Training Manual
 - Medical Training
- Clean Building Maintenance employees perform their tasks to our company quality standard. All new employees are walked through for final training while on customer premises. This ensures that your company's unique needs are addressed.

CHEMICALS:

- Additionally we train in the use and disposal of cleaners, floor finishes and chemicals. Waste disposal is an important part of the training process. Clean Building Maintenance disposes chemicals by local, state, and federal regulations.

EQUIPMENT TRAINING:

- Clean Building trains all its employees on the proper procedure for the use of our janitorial equipment as well as emergency procedures in case of an accident.
 1. address injury
 2. contain contaminates
 3. contact appropriate supervisor/client

UNIFORMS:

- All Clean Building Employees wear uniforms while on duty at customer premises. The uniforms help to identify the staff as Clean Building Janitorial personnel as well as protect the employee. In addition, uniforms help to maintain a professional work environment.

UNIFORM DESCRIPTION:

- Women: Blue smocks
- Men: Green uniforms

EMERGENCIES

24-HOUR SERVICE:

Clean Building provides 24-hour emergency response (English/Spanish):

- 8 am – 5 pm Mon - Fri (Office) (831) 423-5515
- 24 hours Mon - Sun (Home) (831) 600-7609 Jose Alvarez
- 24 hours Mon - Sun (Home) (831) 475-3708 Jose Orozco
- 24 hours Mon - Sun (Cell) (831) 332-5580 Jose Alvarez
- 24 hours Mon - Sun (Cell) (831) 325-9808 Jose Orozco
- 24 hours Mon - Sun (Cell) (831) 325-9084 Sixto Alvarez
- 24 hours Mon - Sun (Home) (831) 429-5042 Sixto Alvarez

REFERENCES

THE FOLLOWING IS A PARTIAL LIST OF OUR PRIMARY CUSTOMERS:

City of Capitola: 420 Capitola Avenue, Capitola
Lisa Murphy (831) 475-7300

Plantronics Inc.: 345 Encinal Street, Santa Cruz
Bruce Kissell (831) 426-5858

West Marine: 500 Westridge Drive, Watsonville
Jordan Dodge (831) 762-8600

Santa Cruz Medical Foundation: 2025 Soquel Avenue, Santa Cruz
Janet Presser (831) 458-5500