

Pro Condo Specialist
Dba Services
9720 Deerfoot Dr.
Ft. Myers, Florida 33919
954-443-9696

Sixth Moorings
North Miami Beach, Florida

Pro Condo Specialists can provide a janitor 25 hours per week for a cost of \$1,140.00 per month or \$10.62 per hour.

Janitorial duties are as follows:

TRASH CHUTE & DUMPSTER ROOM (DAILY)

Remove paper and recycling object from trash chute rooms and place in proper collection container
Sweep and deodorize trash chute room
Deodorize dumpster

LAUNDRY ROOMS (DAILY)

Clean machines including lids and rims
Empty and clean lint traps
Empty wastebaskets and replace liner

LOBBY & COMMON AREA HALLWAYS (DAILY)

Clean lobby including doors inside and out, windows, floors, furniture, mirrors, etc.
Clean mail boxes, telephone, and directories
Mop lobby

PARKING LOT & GROUND COMMON AREA

Police parking lot and ground removing palm fronds
Pick up paper, bottles, cans, etc...maintaining clean the area

EVERY MONDAY, WEDNESDAY, & FRIDAY

LOBBY & COMMON AREA

Sweep storage and meter room or as needed & mop
Sweep and/or hose deodorize dumpster room or as needed

ELEVATOR

Wash floor, clean the cabin, polish stainless steel
Clean walls, doors, floors, dust or as needed

LAUNDRY ROOMS

Sweep and mop floor

2 TIMES PER WEEK

TRASH CHUTE & DUMPSTER

Wash trash chute
Spot clean doors, door jambs, and light plate switches or as needed

ELEVATOR
Dust the cabin

STAIRWELL & CATWALKS
Sweep stairwells and mop
Sweep catwalks and mop

WEEKLY
Remove webs in catwalks, stairwells, windows, doors, in all 3 floors
Dust water heater exposed pipes
Clean fire box cabinets or as needed

EVERY 2 WEEKS OR 15 DAYS

ELEVATOR
Clean ceiling grates

CATWALKS & STAIRWELL
Mop catwalks and stairwells
Keep an eye out for bad bulbs

Sixth Moorings can not directly or indirectly hire any person employed by USA Services for a period of 1 year beginning from the termination date.

USA Services can supply all copies of Liability and Workman's Compensation Insurance.

This agreement can be broken by either party with 30 days notice.

USA Services

Date

Sixth Moorings

Date

