

M&M Building Maintenance, LLC



Superior Staff with Low Turnover
Dependable Service with Consistent Cleaning
Monthly Service Inspection by a Customer Service Rep

SPECIALIZED SERVICES

We offer the following specialized services at an additional cost:

- Carpet Cleaning
- Strip and Wax Tile Floors
- Spray Buff Tile Floors
- Day Porter
- Mini-Blind Cleaning
- Light Fixture Cleaning
- Vent Cleaning
- Exterior/Interior Window Cleaning

INSURANCE PROTECTION

Comprehensive General Liability	\$ 1,000,000	Each Occurrence
	\$ 2,000,000	Aggregate
Bodily Injury	\$ 1,000,000	
Property Damage	\$ 1,000,000	
Fidelity Bond	\$ 10,000	
Workers Compensation.....	\$ 100/100/500	

(Certificate of Insurance will be furnished upon request)

SECURITY

Security procedures will be followed at all times including the alarm system and locking office doors per the Customer's request. Keeping the facility secure is a top priority.

EQUIPMENT AND MATERIALS

All equipment and cleaning materials necessary for the performance of these services will be supplied by M&M Building Maintenance, LLC.

SUPPLIES

Toilet paper, paper towels, toilet seat covers, urinal blocks, trash liners, hand soap and feminine products will be installed by M&M Building Maintenance, LLC, but supplied by the Customer. At the Customer's request, M&M Building Maintenance, LLC will provide the products and bill in addition to the regular monthly billing. **“Green”** Products will be used upon request.

QUALITY CONTROL

A Representative from M&M Building Maintenance, LLC will inspect the building monthly.

GUIDELINES FOR SERVICE

GENERAL

Dusting:	Filing cabinets, copiers, bookshelves, conference tables, cubicle partitions and other furniture will be dusted each service. Low dusting of chair rails and legs, desk and table legs, baseboards, window sills and high dusting of ledges, door frames and vents will be done monthly.
Desks:	Desk tops and desk accessories will be dusted each service. (Papers/items on desks will not be disturbed)
Mini-Blinds:	Mini-blinds will be dusted monthly. (Deep cleaning is a separate charge)
Carpets:	Carpets will be vacuumed each service in all open areas and traffic ways. Corners, edges, baseboards, under desks, behind doors and under furniture will be vacuumed weekly. Small spots will be removed weekly. (For carpet cleaning, see list of specialized services)
Tile Floors:	Tile floors will be swept and spot mopped each service. They will be damp mopped weekly. (For strip/wax, see list of specialized services)
Trash Containers:	Trash cans will be emptied each service and taken to designated area. Trash bags will be changed each service or reused at customer's request. Exterior of trash cans will be wiped each week.
Water Fountains:	Water fountains will be cleaned and polished each service.
Doors:	Doors will be wiped for fingerprints and locked if requested by customer.

ENTRANCE AND RECEPTION AREAS

Entrance Glass:	Entrance door glass will be shined each service to remove fingerprints.
Floors:	Tile floors will be spot mopped and carpet will be vacuumed each service.
Furniture:	Receptionist desk will be cleaned each service. Tables will be cleaned and magazines stacked each service. Upholstery will be vacuumed weekly. (Papers/items on desks will not be disturbed)

LUNCHROOM, KITCHEN AND COFFEE AREAS

Furniture:	Tables, chairs and countertops will be cleaned each service.
Cabinets:	Exterior of cabinets will be cleaned weekly.
Dispensers:	Dispensers will be cleaned and shined each service.
Floors:	Tile floors will be swept and spot mopped each service.
Microwave:	Microwave will be cleaned inside and out each service.
Refrigerator:	Front and top of refrigerator will be wiped weekly. (Interior cleaned upon request)
Trash Containers:	Trash containers will be emptied and liners replaced each service. Exterior of trash cans will be wiped weekly. Wall above and around trash cans will be wiped for splash marks and smudges.
Vending Machines:	Vending machines will be wiped down and swept underneath each service.

RESTROOMS

Fixtures:	Toilet bowls, toilet seats, urinals and sinks will be cleaned and sanitized each service. Bases of toilets will be cleaned weekly. All bright work will be cleaned and polished for fingerprints and smudges each service.
Dispensers:	Exterior dispensers will be polished each service. Paper towels, toilet paper and soap will be restocked each service. (Feminine products and urinal blocks will be restocked if requested.)
Floors:	Tile floors will be swept and spot mopped each service.
Partitions:	Partitions will be cleaned inside and out weekly for fingerprints.
Trash Containers:	Trash will be emptied and liners replaced each service. Exterior of trash cans will be wiped weekly. Walls above and around trash cans will be wiped for splash marks and smudges.
Mirrors:	Mirrors will be shined each service to remove handprints and smears.

M&M Building Maintenance, LLC will design a personalized plan for your cleaning needs if it is not specifically addressed in the service guidelines. We can be creative to meet your budget!

A Communication Log will be provided for the Customer to communicate with the supervisor.

A Master Check List of cleaning duties will be verified by the supervisor.

Management Staff is available 24 hours every day at (480) 251-1979.

**TO IMPROVE YOUR CLEANING SERVICE,
CALL US TODAY FOR A QUOTE!**

M&M Building Maintenance, LLC

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(480) 251-1979

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