



Service Bid for *Turnover Cleaning*

Please complete the information below to enter a bid for contract.

Company Name _____	Contact Name _____
Address _____	Phone # _____

General Sub-Contractor Guidelines

1. Contractors will be responsible for turnover cleaning of each apartment to specifications provided (cleaning instructions attached)
2. Subcontractors will provide all supplies needed to complete the turnovers.
3. Scheduling of turnover cleaning will vary based on rent up of apartments.
4. Subcontractors are responsible for their employees work and actions.
5. Subcontractors are not allowed to smoke on the premises.

Bid Per Hourly Rate:

I, _____ am bidding \$ _____/hour to complete turnover cleaning for Mills Property Management. ***This bid includes the supplies needed to complete the necessary cleaning.**

If my bid is accepted, I am able to begin turnover cleaning on : _____ (date)

*Please note that any cleaning would be at an "on call" basis

Cleaning/Business References

1. Company _____ Contact person _____

Address _____ City _____ State _____

Phone # _____ Fax # _____

Friend? Yes No Have you cleaned for this person? Yes No

What is the nature of your business relationship with the person/company listed above?

2. Company _____ Contact person _____

Address _____ City _____ State _____

Phone # _____ Fax # _____

Friend? Yes No Have you cleaned for this person? Yes No

What is the nature of your business relationship with the person/company listed above?

Printed Name _____

Signature _____

Date _____



Turnover Cleaning

JOB DESCRIPTION

Duties and Responsibilities

- Tile and linoleum floors washed and waxed (wipe off plastic protector on stairs)
- Clean baseboards
- All doors and trim wiped off
- Clean all light globes
- Clean behind washer & dryer
- Drapery rods and electric heat registers cleaned and wiped off (vacuum under heat registers)
- Closet doors and shelves all wiped down and cleaned
- Windows, patio doors, and all tracks cleaned
- Cobwebs all removed
- Light switches cleaned (use toothbrush to get in grooves)
- Kitchen cupboards cleaned (interior and exterior)
- Kitchen countertops, sink, and faucet cleaned thoroughly
- Clean stove top, underneath the stovetop, front, drip pans, oven, & bottom drawer
- Clean range hood and filter (soak in hot soapy water and rinse)
- Refrigerator cleaned inside, outside, and on top (turn on the lowest setting when done)
- Run the dishwasher through a cycle to clean (wipe around interior edging and entire outside)
- Washer and dryer cleaned and interior of closet
- Tub and shower surround cleaned
- Stool cleaned (also around base and flooring)
- Vanity and medicine cabinet cleaned inside, outside and track
- Bathroom mirror cleaned
- Carpets vacuumed if necessary

Cleaning equipment and supplies must be provided by the contractor.

Recommended Cleaning Supplies:

3M Sharp Shooter	Window Cleaner	Mop	Paper Towels
Tilex	Limeaway	Bucket	Sponge/Scouring Pad
All-Purpose Cleaner	Toilet Bowl Cleaner	Rags	Rubber Gloves
Floor Cleaner	Soft Scrub w/bleach	Toothbrush	Vacuum
Vinegar	Oven Cleaner	Hand Brush	Toilet Brush

Cleaning Checklist
(Initial when complete)

Refer to the Check In / Check Out Form. Please keep in mind that the tenant is paying for cleaning charges. Do a good job, but don't take advantage of the tenant. Check for the following items and initial when completed:

Miscellaneous

- _____ Clean baseboards
- _____ All doors and trim wiped off
- _____ Drapery rods, blinds and electric heat registers cleaned and wiped off (vacuum under heat registers)
- _____ Closet doors and shelves all wiped down and cleaned
- _____ Windows- interior / (exterior on lower floor apts only), patio doors, ledges, and all tracks cleaned (use Tilex on blackened caulking)
- _____ Cobwebs all removed (including ceilings/walls)
- _____ Light switches cleaned (use toothbrush to get in grooves)
- _____ Tile and linoleum floors washed and waxed (wipe off plastic protector on stairs)
- _____ Carpets all vacuumed if necessary

Kitchen

- _____ Cupboards cleaned (interior and exterior)
- _____ Countertops, sink, and faucet cleaned thoroughly
- _____ Clean stove top, underneath the stovetop, front, drip pans, oven and bottom drawer
- _____ Clean range hood & filter (soak in hot / soapy water & rinse)
- _____ Refrigerator cleaned inside, outside, and on top (turn on the lowest setting when done, not off)
- _____ Run dishwasher through a cycle w/**Glisten** to clean (wipe around the interior edging and entire outside)
- _____ Microwave cleaned inside and outside

Bathroom

- _____ Tub sides / edges and shower surround completely cleaned
- _____ Toilet cleaned (also around base and flooring)
- _____ Medicine cabinet and light cleaned inside, outside, and track
- _____ Countertop, sink, and faucet cleaned thoroughly
- _____ Cupboards cleaned (interior and exterior)
- _____ Bathroom mirror cleaned

Sign "Welcome Home" Card and bring slip to the manager's office when cleaning is complete.

Recommended Cleaning Supplies:

3M Sharp Shooter	Window Cleaner	Mop	Paper Towels
Tilex	Limeaway	Bucket	Sponge/Scouring Pad
All-Purpose Cleaner	Toilet Bowl Cleaner	Rags	Rubber Gloves
Floor Cleaner	Soft Scrub w/bleach	Toothbrush	Vacuum
Vinegar	Oven Cleaner	Hand Brush	Toilet Brush