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| Project | **Commerce Tower** |
| Project address | 911 Main StKansas City, MO  |

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| Submitted By: | Your name | Date: Friday, January 13, 2017 |
| Contact  | Phone: (202) 544-1353 | Fax: (404) 920-8576 | youremail@constructioncleanpartners.com |

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| Customer | RYAN COMPANIES US INC | 55 SHUMAN BLVD STE 800NAPERVILLE, IL  |

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| --- | --- | --- | --- |
| Name | Contact Number | Email | Project role |
| Lucas Asterman |  | astermanl@claycorp.com | Project Manager |
| Gearld Dame | (314) 308-0896 | dameg@claycorp.com | Superintendent |
| Your Name |  |  | Final clean scheduler |
| Michael Vercellino | (217) 521-5152 | vercellinom@claycorp.com | Other |

**Rough Clean:**

1. Prepare all appliances for use: remove all package tape, protective attachments and packing material. Place all appliance cards, pamphlets and booklets in the top drawer of the kitchen cabinet. Clean tops, sides and front of all appliances.
2. Remove all accumulated trash from units and place in a dumpster (furnished by Capstone Building Corp.).
3. Clean inside and outside of cabinets.
4. Clean and sweep all balconies, patios, exterior storage rooms, breezeways, corridors, etc.
5. Clean all millwork (base, windowsills, casing, chair rail, etc.)
6. Doors and windows:
	1. Clean blinds, frames and tracks.
	2. Clean interior swing doors and frames.
	3. Clean exterior swing doors and frames, polish glass and thresholds (includes removal of protective coating).
	4. Clean and polish all door hardware.
	5. Clean and polish all window glass, frames and tracks.
7. Clean water heater, drain pan and piping.

**Final Clean**

1. Polish tops, sides and front of all appliances.
2. Polish outside of cabinets.
3. Sweep all balconies, patios, exterior storage rooms, breezeways, corridors, etc.
4. Clean all railings and stairs.
5. Wipe all millwork (base, window stalls, casing, chair rail, etc.)
6. Wipe all shelving.
7. Bathroom accessories:
	1. Clean and polish all mirrors.
	2. Clean and polish all toilet paper holders, towel holders, tissue holders, shower rods, etc.
	3. Clean and polish medicine cabinet inside and out.
	4. Clean and polish tub and shower surround.
8. Clean and polish counter and vanity tops, cabinets and vanities inside

and out.

1. Clean and polish all ceramic tile and accessories.
2. Wipe and clean all dirt from painted walls and ceilings.
3. Floor coverings:
	1. Clean and wax vinyl floors.
	2. Vacuum carpet, remove dirt and minor spots.
4. Clean and make ready all appliances for operation.
5. Plumbing:
	1. Clean and polish all plumbing fixtures, sinks and faucets.
	2. Clean inside of garbage disposal.
	3. Remove water spots and polish kitchen sinks.
	4. Clean all under cabinet and toilet plumbing and valves.
	5. Clean and wipe out washing machine box.
6. Clean and vacuum HVAC equipment closet and grills.
7. Electrical:
	1. Clean and polish all receptacle plates and devices.
	2. Clean and polish light fixtures and bulbs
	3. Clean outside of electrical panels.
	4. Clean and polish ceiling fans.
8. Install screen in all windows.

**Fluff Clean**

1. Touch-up cleaning at units after punch-out work has been completed.
2. Floors swept and mopped.
3. Vacuuming.
4. Remove tags from mini-blinds.

Window cleaning includes interior windows along with panes

PRICING PER MENTIONED SCOPE:

|  |  |
| --- | --- |
| Expected total contract value |  |

Acceptance/ Sign-off:

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| --- |
| Customer:  |
| Date | Signature\*\*  |

\*\* Customer signature verifies acceptance of the specifications and the pricing per Scope of Work\*\*

**GENERAL NOTES:**

**Conduct pre-walk through with GC**

* If non- punch list items create need for repeat work, an additional charge may be assessed.
* Any charge backs or additional charges will be pre-approved by both parties.

**EXCLUSIONS:**

* Construction debris or dumpster removal
* Out of scope work such as power washing exterior walkways, exterior signs will be quoted on a case-by-case basis.

Email signed proposal/ purchase order/ contract to youremail@constructioncleanpartners.com

If sending by physical mail

Your Company Name

1824 Hastings Rd.

Jefferson City, MO 65109