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9411 Lee Highway,  
Suite O  
Fairfax, VA 22031

November 15, 2024

**Westbriar Plaza**

Vienna, VA

We hereby propose the following cleaning service for Westbriar Plaza located in Vienna, VA effective January 1<sup>st</sup> 2025 through December 31<sup>st</sup>, 2026.

**JANITORIAL SERVICES**

J&B Cleaning will provide one part-time porter working two days per week. J&B Cleaning will perform the service following the scope of work provided below.

Porter to deep clean one building per day, spot check the rest of the buildings

Twice weekly services (Monday through Friday)

1. Entrances
  - a. Sweep and mop exterior entranceway
  - b. Vacuum carpets from entry to elevator door, paying attention to edges
  - c. Dust lobby furniture, mailboxes, light fixtures, and baseboards
  - d. Replace burned out light bulbs as needed
  - e. Clean entry doors and windows
  - f. Sweep and mop tile
  - g. Remove litter as needed
2. Hallways
  - a. Vacuum carpets, paying attention to edges
  - b. Replace burned out light bulbs as needed
  - c. Dust baseboards, light fixtures, exit signs
3. Stairwells
  - a. Sweep
  - b. Clean handrails
  - c. Replace burned out light bulbs as needed
4. Garage
  - a. Remove litter as needed
  - b. Replace burned out light bulbs as needed
5. Exterior
  - a. Replace burned out light bulbs as needed
  - b. Remove litter from building to and including street gutter
  - c. Sweep entrance walkway
6. Elevators
  - a. Vacuum carpet
  - b. Clean walls, handrails, control panel and doors
  - c. Remove litter as needed
  - d. Replace burn out light as needed



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7. Trash and Mechanical Rooms

- a. Remove litter as needed
- b. Sweep
- c. Replace burned out light bulbs as needed

Weekly Services

- 1. Entrances
  - a. Clean walls and air vents
- 2. Hallways
  - a. Clean walls and air vents
- 3. Stairwells
  - a. Mop floors
  - b. Clean exit doors
- 4. Trash and Mechanical Rooms
  - a. Wash and mop floors

Annual Services

- 1. Garage
  - a. Power Wash
  - b. Carpet Shampoo

**Others**

*Report any maintenance issue such as clogged floor drains, doors that do not close, damage to the walls and windows.*

**SUPERVISION**

J&B will provide an outside cleaning supervisor who will insure compliance by our employees of established duties and responsibilities. The supervisor would be able to meet regularly or as requested with management to discuss any issues or changes to the scope of work.

**HOLIDAYS**

J&B Cleaning observes six (6) recognized holidays for the year when we will not provide service:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day



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#### EQUIPMENT AND SUPPLIES

J&B Cleaning will provide all janitorial equipment, cleaning supplies and trash liners required to perform the specified work. MSDS sheets of all chemicals that used can be provided upon request. Lights will be replaced as needed and will be billed back monthly depending on usage. J&B will also replace & refill the dog station bags which will also be billed back monthly based on usage.

#### INSURANCE

Contractor will furnish workers' compensation and public liability insurance. Certificate of Insurance will be supplied to management annually naming the building owners as additional insured.

This porter service agreement can and may be terminated upon 30 days written notice by either party without any future financial obligations.

We agree to perform the above outline services for the amount of

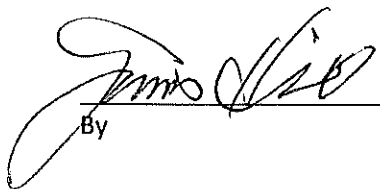
Year 2025: One Thousand Eight Hundred Twenty-Five Dollars (\$1,825.00) per month.

Year 2026: One Thousand Eight Hundred Eighty Dollars (\$1,880.00) per month.

This porter service agreement can and may be terminated upon 30 days written notice by either party without any future financial obligations.

Westbriar Plaza

J&B Cleaning Inc.

 11/21/24  
By \_\_\_\_\_ Date

By \_\_\_\_\_ Date

Board Approved  
11/18/24