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| <b>Current contractor:</b> | <b>JaniKing of Pittsburgh</b> | 2000 Cliff Mine Rd. #400 | Pittsburgh, PA 15275 |
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**Sales:** Glenn Bertha [gbertha@janiking.com](mailto:gbertha@janiking.com)

**Quality Control Contact:** Comes by about once a month for random inspection and check-in  
 Sherry Nolan, Regional Accounting/Operations Manager  
[pitcust1@janiking.com](mailto:pitcust1@janiking.com) or [pitops1@janiking.com](mailto:pitops1@janiking.com) (Primary contact method)  
 Office: 412.921.2881  
 F:412.921.2882

**Franchise Contact: WARD'S ENTERPRISE, LLC**

Cenara Scrivens (pronounced "Sen-'R'-uh")  
 330.589.0904

Email:  
[wards.enterprisellc@gmail.com](mailto:wards.enterprisellc@gmail.com)

**Contract Changes/Amendments:**

TBD

**Holidays:**

If a holiday falls on a day of service, there should be an expectation of service to be provided.

**Notes:**

Tree of Life is to provide paper products. Franchise is responsible for restocking in contracted areas.  
**Bleach and Fabuloso are prohibited chemicals per site specifications.**  
 Franchise is responsible to replace any outlet covers removed during cleaning.

**Current Schedule (as of November 2023)**

- Service is contracted to begin no earlier than 9pm on any service day.
- Franchise is not responsible for moving cardboard from contracted areas to the Social Hall.

**--Sunday Nights--**

- Twigs Wing: Vacuum floors, trash, tables/chairs, clean/disinfect water cooler and drip tray
- Twigs Bathrooms: Floors (sweep & mop), fixtures/toilet, restock paper products
- Sprouts Entryway: Floors (sweep & mop), trash, wipe accessible horizontal surfaces, clean entry glass
- Sprouts Front Classroom: Floors (sweep & mop), trash, tables/seats, clean/disinfect water cooler & drip tray
- Sprouts Back Classroom: Floors (sweep & mop), trash, tables/seats
- Sprouts Bathrooms: Fixtures/toilet, Floors (sweep & mop), restock paper products
- Lunchroom/Community Room: Floors (sweep & mop), tables, trash
- Youth Room: Vacuum, wipe tables, empty trash and replace liner, clean/disinfect water cooler & drip tray
- Main Entryway (ramp): Floors (sweep & mop), trash, wipe main counter, clean entry glass

**--Monday through Friday Nights--**

- Twigs Wing: Floors (sweep & mop), trash, tables/chairs
- Twigs Bathrooms: Floors (sweep & mop), fixtures, restock paper products
- Upper stairwell (Twigs side from Main Floor to Twigs): Sweep, Mop
- Sprouts Front Classroom: Floors (sweep & mop), trash, tables/seats, clean/disinfect water cooler & drip tray
- Sprouts Back Classroom: Floors (sweep & mop), trash, tables/seats

- Sprouts Bathrooms: Fixtures, Floors (sweep & mop), restock paper products
- Sprouts Small Kitchen: Floors (sweep & mop), trash
- Lunchroom/Community Room: Floors (sweep & mop), tables, trash, clean/disinfect water cooler & drip tray
- Social Hall: Empty trash and replace liners
- Large Kitchen: Floors (sweep & mop), trash

**--Mon, Wed, Fri--**

- Basement Restrooms: Floors (sweep & mop), fixtures, restock paper products
- Social Hall: Sweep & Mop Floors

**--1x/week--**

- Green Room bathroom: Floors (sweep & mop), fixtures, restock paper products
- Lower stairwell (Twigs side from Main Floor to Clothing Room): sweep, mop
- Youth Room: Dust monitors and computer keyboards
- Rear Classroom: Damp mop under pie-shaped mat
- Kitchens: Move silver fridge(s) to sweep/mop floor underneath. In large kitchen, remove mat (dishwashing side) and clean floor underneath

**-- Monthly--**

- High dusting (up to 8 feet high): wall corners, areas where walls meet ceilings, vents, EXIT signage and emergency lighting

**-- Upon request for special clean and added cost per service--**

- Sanctuary & Vestibule (combo package): Vacuum carpeting (Only on lower floor. Not steps/stage area), dust & damp wipe windowsills and accessible horizontal surfaces, empty trash and replace liners, sweep/mop floor (vestibule hard floor) and walk-off mats