



Kestrel

FACILITY SERVICES

PRIVATE & CONFIDENTIAL

PREPARED BY KESTREL FACILITY SERVICES

Commercial Cleaning *Proposal*

Prepared for

Hartline Offices

42,000 sq ft · three floors · nightly janitorial with quarterly deep clean

DATE

July 2026

VALID THROUGH

August 31, 2026

SCOPE

Nightly · Mon to Fri

CONTACT

bids@kestrelfs.com

SERVICE OVERVIEW

A building that's ready before the *first* desk fills.

Hartline Offices runs three floors and 42,000 square feet, with roughly 180 staff arriving by 8am. Your current provider cleans four nights a week, misses the Friday turnover, and rotates a different crew through every month, so nothing is ever owned. Restrooms run out of supplies mid-week and no one on your side has a single name to call.

This proposal puts one dedicated crew and one account lead on the building, five nights a week. Nightly service to every suite, a scheduled quarterly deep clean, and managed consumables so the closets are never bare. Predictable, accountable, and quiet enough that your team only notices the building is always ready.



THE ENGAGEMENT

- 01 **Nightly office suites**
All three floors cleaned Monday through Friday, offices, halls, and common areas.
- 02 **Quarterly deep clean**
Carpet extraction, hard-floor refinish, and interior glass, four times a year.
- 03 **Managed supplies**
We stock and track paper, soap, and liners so closets never run out mid-week.
- 04 **One point of contact**
A named account lead, monthly walkthroughs, and a 24-hour response guarantee.

WHAT IT WORKS OUT TO

9.8¢/sq ft

All-in nightly service across 42,000 square feet lands at under ten cents per square foot, supplies included.

Based on the scope walkthrough, July 8, 2026

SCOPE OF SERVICE

What we clean, and *how often*.

Every task below is owned by your dedicated crew and verified against a printed checklist the account lead reviews each week. Nothing is left to a rotating roster or a good night's memory.

NIGHTLY Monday through Friday, after 6pm, all three floors

● Offices & workstations

- Empty and reline all waste and recycling bins
- Dust desks, sills, and surfaces within reach
- Spot-clean glass, partitions, and light switches
- Vacuum carpet, walk-off mats, and traffic lanes

● Restrooms

- Clean and disinfect toilets, urinals, and sinks
- Restock tissue, towels, soap, and liners
- Mirrors, fixtures, and partitions wiped down
- Mop and disinfect all tile flooring

● Breakrooms & kitchens

- Wipe counters, tables, and appliance fronts
- Clean sinks and disinfect high-touch handles
- Empty trash and replace liners
- Sweep and damp-mop hard flooring

● Lobby, halls & elevators

- Entry glass and door hardware polished
- Vacuum runners; spot-clean carpet marks
- Elevator floors, tracks, and panels wiped
- Reception and shared surfaces dusted

● Floors & stairwells

- Vacuum all carpeted areas end to end
- Sweep and damp-mop hard surfaces
- Stair treads, rails, and landings cleaned
- Spot-treat spills and scuffs on sight

● Close-out & security

- Consumable levels logged for restock
- Lights off, thermostats left as found
- Doors checked and building re-armed
- Any issue photographed and reported by 6am

QUARTERLY DEEP CLEAN

4×/yr

Carpet extraction

Hot-water extraction across all carpeted floors, edges and corners included.

4×/yr

Hard-floor refinish

Strip, scrub, and re-coat tile and resilient flooring in common areas.

4×/yr

Interior glass & high dusting

Partition glass, vents, ledges, and fixtures above the nightly reach.

MANAGED SUPPLIES

- | | |
|--|---|
| ☐ Toilet tissue | ☐ Multifold towels |
| ☐ Hand soap | ☐ Trash can liners |
| ☐ Seat covers | ☐ Air fresheners |

We stock, track, and reorder every consumable on your behalf. Levels are logged nightly and topped up before anything runs out, so no closet is ever bare on a Friday. Included in the flat monthly rate, never billed as an extra.

INVESTMENT

One flat monthly rate, all in.

Billed monthly, month to month after an initial 90-day term. No lock-in, 30 days notice either way.

Nightly janitorial service

\$3,250_{/mo}

Dedicated crew, five nights a week across all three floors, offices, restrooms, breakrooms, and common areas.

Quarterly deep clean

\$560_{/mo}

Carpet extraction, hard-floor strip and refinish, and interior glass, four visits a year, billed monthly.

Managed consumables

\$310_{/mo}

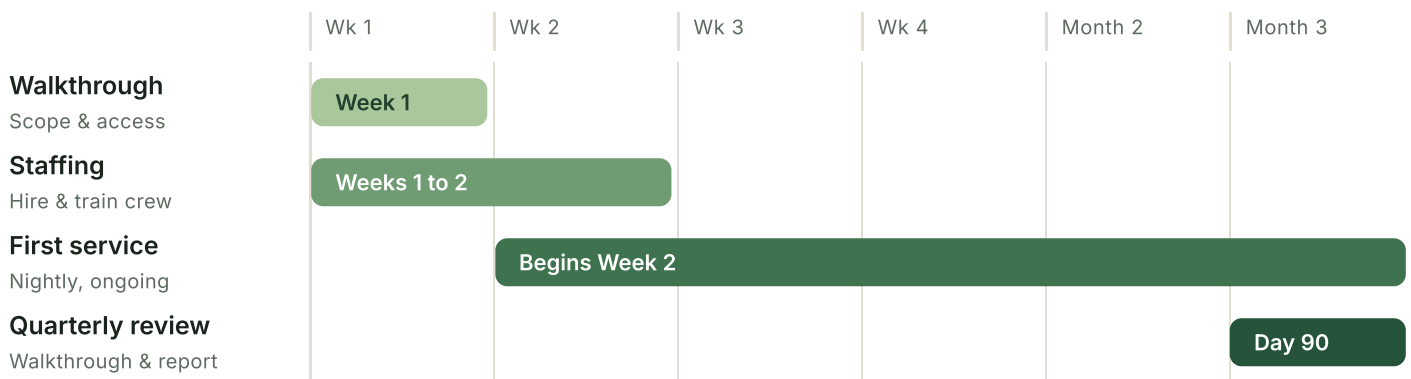
Paper towels, tissue, liners, and hand soap, stocked and tracked so closets never run dry.

TOTAL MONTHLY INVESTMENT

\$4,120_{/mo}

Equipment, insurance, and a named account lead included. Roughly 9.8 cents per square foot, per month.

ONBOARDING · FIRST 90 DAYS



Start date confirmed at signing. Building keys and alarm codes exchanged during the Week 1 walkthrough.

ACCEPTANCE

Sign here and the building is *handled*.

Countersigning below confirms the scope, schedule, and rate in this proposal and authorizes Kestrel Facility Services to begin the Week 1 walkthrough. No deposit is required and either party may end the engagement with thirty days notice after the initial term.

MONTHLY INVESTMENT	SERVICE BEGINS	INITIAL TERM
\$4,120_{/mo} All in, supplies and account lead included	Week 2 Nightly service starts once access is set	90 days Then month to month, 30 days notice

THE SHORT VERSION

Billing is monthly in advance and due within fifteen days of invoice. Kestrel carries general liability and workers compensation coverage, and every crew member is background-checked and insured. Building keys and alarm codes are exchanged at the Week 1 walkthrough and returned in full at close. This page, together with the scope and investment pages of this proposal, forms the complete agreement between the parties.

AGREED AND ACCEPTED

Hartline Offices

Client · authorized signer

Kestrel Facility Services

Provider · account lead

SIGNATURE

DATE

SIGNATURE

DATE

PRINTED NAME & TITLE

PRINTED NAME & TITLE

Questions before you sign? Reach the account team at bids@kestrelfs.com or (555) 402-1180. This proposal is valid through August 31, 2026.