



GREENFIELD WATER UTILITY

451 Meek Street
Greenfield, Indiana 46140
www.greenfieldin.org
Phone: (317) 477-4350

14 April 2026

Mayor Guy Titus
Board of Works and Public Safety
10 South State St.
Greenfield, IN 46140

Re: Cleaning services agreement approval

Mr. Mayor and Board members,

At the start of the COVID outbreak, we terminated an outside company providing cleaning services for the Water Utility Administration Building. Over the last six years, our personnel have taken on these tasks and have done well in keeping the facility in professional shape. However, the Utility workload has been increasing, and now as we are at a point that I need my personnel performing their professional duties in capital improvements, repairs and carrying out federal mandated projects.

I have requested three companies to come to the office and go over the building and clarify cleaning expectations necessary to promote a professional and healthy workspace. I have attached the quote information to this letter for your review. We will evaluate if this cleaning service meets our expectations in February 2027 and then we will determine if we would elect to continue with their services at that time. This service agreement has been reviewed by our City Attorney for compliance with all legal requirements, and he has provided his determination that it is satisfactory.

I would like to request the Board of Public Works and Safety approve and allow me to sign the quote and service agreement for Coverall Service Company for the 12-month period of 25 March 2026 through 25 March 2027 at a one (1) day per week cleaning at a monthly rate of \$ 375. We also elect to have the initial services performed as listed in item 7 for a total amount of \$ 1,940.

I would welcome any questions that you may have regarding this request.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Charles Gill".

Charles Gill
Manager
Water Utility

cc: Jane Webb, Utility Coordinator
Gregg Morelock, City Attorney
Lori Elmore, Clerk-Treasurer

*451 Meek Street: Greenfield, Indiana 46140
Phone 317-477-4350 Fax 317-477-4351*

Janitorial Service **Proposal** *for*

Greenfield Water Utility



April 9, 2026

Charles Gill & Emily Ewing
Greenfield Water Utility
451 Meek St
Greenfield, IN 46140-2479
charles.gill@greenfieldin.gov

Dear Charles and Emily,

Thank you for taking the time to meet with me and walk me through your facility. From the information you provided, Coverall has adapted the attached proposal. Our proposal is aimed at bringing your work environment up to a level of "clean" that you and your staff find acceptable and comfortable.

Please spend a few minutes reviewing the enclosed material for a clear understanding of our company, its unique concept, and how you could have the best quality cleaning at the most reasonable price.

Sincerely,

Laura McGuckin
Marketing Consultant
Coverall Service Company





Business Protection Plan

Comprehensive Liability	Limit
Per Occurrence	\$ 1,000,000
Damage to Rented Premises	\$ 300,000
Medical Expenses (any one person)	\$ 15,000
Personal & Advertising Injury	\$ 1,000,000
General Aggregate	\$ 2,000,000
Products / Completed Operations Aggregate	\$ 2,000,000
 Umbrella Liability	 \$ 5,000,000

Care, Custody and Control provides coverage for your business' property in the care, custody and control of the Coverall Franchised Business Owner or its employees while providing services at your facility. **MOST COMMERCIAL CLEANING COMPANIES EXCLUDE THIS FROM THEIR POLICIES**

Lost Keys - coverage for the cost of keying your facility in the event a Coverall Franchised Business Owner or its employees loses one or more of its keys to your facility

Worksite Pollution - coverage for pollution liability and clean up costs for chemicals and other pollutants brought into your facility by a Coverall Franchised Business Owner or its employees

Electronic Data (Software) - coverage for the cost of reloading software in the event a Coverall Franchised Business Owner or its employees damages a computer at your facility

Extended Property Damage - coverage for when a theft occurs at your facility after a Coverall Franchised Business Owner or its employees leaves a location with the door unlocked

Additional Insured - your facility will be included as an additional insured for no additional cost when you sign a Coverall service agreement

Separate Limits of Liability for each individual Franchised Business Owner and each project

Fidelity Bonding for coverage of dishonest acts and thefts by a Coverall Franchised Business Owner or its employees

Worker's Compensation for a Coverall Franchised Business Owner and its employees who sustain injuries while providing services at your facility.





Service Overview

Areas to be serviced

Offices
Hallways
Restrooms
Locker Room
Kitchen
Conference Room
Entry/Reception

Areas to exclude

Mud Room
Showers
Garage/Warehouse



Exhibit A

Entrances, Reception and Common Areas, Hallways, General and Private Offices, Conference Rooms

Services to be performed each visit:

- **Spot clean high touch points including doors, light switches and doorknobs using hospital grade disinfectant and color-coded microfiber cloths**
- Empty all wastepaper receptacles and take trash to a designated area
- Spot clean all internal partition glass and entrance door glass free of smudges and fingerprints
- **Clean and disinfect drinking fountains / water coolers using color-coded microfiber cloths and hospital grade disinfectant**
- Vacuum all walk off mats and high traffic carpeted areas with HEPA approved vacuums
- Dust mop / vacuum and damp mop hard surface floor areas using color-coded microfiber flat mopping system and floor cleaner, changing pad often to ensure removal of soil
- **Wipe all conference room tables using color-coded microfiber cloths and hospital grade disinfectant**

Services to be performed once per week*:

- **Clean and disinfect all telephones using color-coded microfiber cloths and hospital grade disinfectant**
- Vacuum all carpeted areas wall to wall using approved HEPA vacuums
- **Dust and clean using color-coded microfiber cleaning cloths and hospital grade disinfectant on all office furniture. Includes file cabinets, desks (if cleared of paperwork), credenzas, counter tops, display units, and window ledges**

*If your regular service frequency is 1x/week, these items will be performed each visit

Services to be performed twice per month:

- Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting and remove cobwebs up to 10 ft.

Services to be performed once per month:

- Dust picture frames and wall hangings
- **Clean base of chairs and/or table legs using color-coded microfiber cloths with hospital grade disinfectant**

Services to be performed quarterly:

- Dust blinds, hanging light fixtures, baseboards, and ceiling vents



Exhibit A - Continued

Kitchens, Cafeterias, Lunch Rooms and Coffee Areas

Services to be performed each visit

- Clean all kitchen counters, tables and sinks using color-coded microfiber cloths with hospital grade disinfectant
- Clean and disinfect exterior of all appliances using color-coded microfiber cloths with hospital grade disinfectant
- Clean microwaves inside and out using color-coded microfiber cloths with hospital-grade disinfectant
- Spot clean high touch points including doors, light switches and doorknobs using hospital grade disinfectant and color-coded microfiber cloths
- Empty all wastepaper receptacles and take trash to a designated area
- Spot clean wall behind / adjacent to trash receptacle
- Restock products such as paper towels, hand soap, liners, and deodorant products
- Dust mop / vacuum and damp mop hard surface floor areas using color-coded microfiber flat mopping system and floor cleaner, changing pad often to ensure removal of soil

Services to be performed twice per month

- Dust all high and low vertical and horizontal surfaces and corners not cleaned in the course of normal dusting and remove cobwebs

Services to be performed quarterly

- Dust blinds, hanging light fixtures, baseboards and ceiling vents



Exhibit A - Continued

Restrooms

Services to be performed each visit:

- Clean all dispensers and fixtures including wash basins, toilet bowls, urinals, and counter tops using color-coded microfiber cloths with hospital grade disinfectant
- Spot clean toilet partitions using color-coded microfiber cloths with hospital grade disinfectant
- Polish all metal and mirrors using color-coded microfiber cloths with hospital grade disinfectant
- Spot clean high touch points including doors, light switches and doorknobs using hospital grade disinfectant and color-coded microfiber cloths
- Disinfect toilet handles using hospital grade disinfectant and color-coded microfiber cloths
- Empty all wastepaper receptacles and take trash to a designated area
- Restock products such as paper towels, toilet tissue, hand soap, liners, and deodorant products
- Dust mop / vacuum and damp mop hard surface floor areas using color-coded microfiber flat mopping system and floor cleaner, changing pad often to ensure removal of soil

Services to be performed twice per month:

- Dust all high and low vertical and horizontal surfaces not cleaned in the course of normal dusting and remove cobwebs

Services to be performed quarterly:

- Dust hanging light fixtures, baseboards, and ceiling vents

Closing Instructions

Services to be performed each visit:

- Clean custodial closet
- Turn off designated lights (as instructed)
- Lock doors and windows (as instructed)
- Set alarm (if applicable and as instructed)





Exhibit A - Continued

Special Services

Service Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Strip & Refinish Resilient Tile												
Scrub & Restore Resilient Tile												
Burnish Resilient Tile												
Hot Water Carpet Extraction												
Window Washing												

Optional Floor Maintenance Program

- Strip and refinish resilient floors using exactly two coats of sealer and four coats of super durable finish
- Scrub and apply fresh coat of finish to resilient floors
- Burnish resilient floors using mop on restorer





Service Agreement

The undersigned ("CUSTOMER") hereby accepts the proposal of N.G.T. Corporation dba Coverall Service Company ("COVERALL"), and the parties agree that COVERALL will supply custodial services for CUSTOMER's premises located at:

Customer:	Greenfield Water Utility	City:	Greenfield
Address 1:	451 Meek St	State:	IN
Address 2:		Zip:	46140-2479

Upon the following terms:

1. COVERALL's service charge will be

<u>\$375.00</u>	per month, includes	one day a week cleaning	Initial	_____
<u>\$575.00</u>	per month, includes	two days a week cleaning	Initial	_____
<u>\$</u>	per month, includes	_____	Initial	_____

Custodial services are to be performed in the evening unless otherwise agreed to by the parties.

2. CUSTOMER acknowledges that COVERALL will assign the services and rights under this agreement to a qualified COVERALL Franchised Business or will delegate all custodial services to be performed hereunder to a COVERALL subcontractor.
3. Included in the service charge are costs for services to be rendered, cleaning supplies, and any equipment to be furnished by the COVERALL franchised business or COVERALL subcontractor. The service charge does not include liners, paper supplies or toiletries, which can be provided at competitive prices by COVERALL at CUSTOMER's expense.
4. All custodial services specified in the "work schedule" portion (Exhibit A) of this proposal will be provided to CUSTOMER in a satisfactory manner to CUSTOMER.
5. All COVERALL franchised business owners have successfully completed COVERALL's comprehensive training program and are required to carry liability insurance, a custodial bond, and worker's compensation as specified on the attached certificate of insurance. Both COVERALL, it's franchised business owners and/or any subcontractors, shall provide to CUSTOMER, upon execution of this Service Agreement, and annually thereafter, certificates of insurance reflecting that they maintain applicable coverages and limits.
6. COVERALL integrates HIPAA compliant processes within their franchise system.
7. Additional services, unless included in COVERALL's service charge and work schedule, can be performed upon request, priced per occurrence, at CUSTOMER's expense.

		Area & square footage
a) Strip & refinish floors	\$975.00	1,495 square feet
b) Scrub & recoat floors	Quote upon request	_____
c) Burnish floors	Quote upon request	_____
d) Hot water carpet extraction	\$540.00	1,540 square feet
e) Window washing	Quote upon request	_____
f) Initial cleaning	\$425.00	3,035 square feet
g) Other	Quote upon request	_____

Pricing valid for 30 days. Moving of furniture not included. Upon decline of initial clean, COVERALL will need 30-45 days to bring the facility up to standard.

Additional services accepted by: _____

8. In the event CUSTOMER requires use of a third party spend management solution in order to process COVERALL's invoice, any associated costs incurred by COVERALL shall be billed back to CUSTOMER on their invoice at an amount equal to those costs incurred by COVERALL.



9. (a) **The term of this Service Agreement is for one (1) year.** This one-year period shall begin on the date services are scheduled to begin. This agreement shall automatically extend for additional one (1) year periods effective each anniversary of the date services are scheduled to begin (anniversary date) unless either party provides written notice of its intent not to renew at least thirty (30) days prior to the anniversary date.
(b) **Upon each renewal of the Term, the service charge then in effect will automatically be increased** on the next full month billing period by 2% rounded to the nearest whole dollar, to account for the COVERALL Franchised Business Owner's increased cost of supplies and services (COLA increase). Subsequent COLA increases will go into effect the year following the last increase.
(c) **Termination / Notice:** If a party to this Agreement fails to perform according to its obligations (the non-performing party), the party claiming non-performance shall send the non-performing party written notice specifying the particular manner of non-performance. This notice will provide that the non-performing party will have fifteen (15) days from receipt of the notice to cure or correct the items of non-performance. If these items have not been corrected or cured within this fifteen (15) day period, the claiming party may issue a thirty (30) day written notice of termination and/or pursue other available remedies for default.
(d) Notwithstanding the above, COVERALL may, but shall not be obligated to, terminate this Agreement immediately for non-payment by CUSTOMER, for service charges due hereunder. COVERALL shall provide CUSTOMER notice of termination in writing 30 days prior. CUSTOMER is obligated to pay for services through the date of termination.
10. The service charge will remain in effect for one year unless there is an increase in service frequency or work specifications. In the event of such changes, CUSTOMER will advise COVERALL accordingly, and an adjustment in the service charge, as agreed to by the parties, will be made. Any such adjustment shall be agree to by both parties in writing.
11. **All payments including those for special services must be remitted to the COVERALL office. No payments shall be made directly to a COVERALL franchised business or subcontractor.**
12. CUSTOMER agrees that it will not employ or contract with any COVERALL employee, subcontractor, franchised business, or employees of a franchised business during the term of this Agreement and for one hundred and eighty (180) days after termination of this Agreement, without COVERALL's written consent.
13. CUSTOMER will receive COVERALL'S invoice by the first of each month for that month's service and CUSTOMER agrees to pay COVERALL the amount that is due and owing under the terms of this Agreement within thirty (30) days of the billing date. Late payments are subject to a finance charge of .67% per month. In the event of default on payment, CUSTOMER agrees to pay COVERALL's attorney's fees and collection costs.
14. Services shall be performed as scheduled with the exception of the following six (6) legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. However, service can be provided on these holidays at an additional cost if required. Services shall be scheduled during the hours approved by the manager / owner. If the service has be to adjusted to a different day, the Franchise Owner will communicate with CUSTOMER to make up the service on a different day.
15. If there is an "Additional Special Services" addendum attached to this Agreement, and if CUSTOMER cancels any periodic special services described therein for which a prorated monthly charge is included in CUSTOMER's total monthly service charge, any amount owing by CUSTOMER for special services performed prior to the cancellation shall be payable in full no later than five (30) days after the cancellation.
16. The undersigned warrant and represent that they have full authority to enter this Agreement, and that it will be binding upon the parties and their respective successors and assigns.
17. This Agreement and attached exhibits constitute the complete agreement of the parties concerning the provision of custodial services to CUSTOMER and supersedes all other prior or contemporaneous agreements between the parties, whether written or oral, on the same subject. No waiver or modification of this Agreement shall be valid unless in writing and executed by COVERALL and CUSTOMER. Additionally, in no event shall the terms and conditions of any purchase order or other form subsequently submitted to COVERALL by CUSTOMER or by any third-party property management company on behalf of CUSTOMER, become part of this Agreement, or relieve CUSTOMER of any obligations hereunder. COVERALL shall not be bound by any such terms and conditions.
18. Force Majeure - Neither party shall be liable for failure to perform under this Agreement when such failure is caused by unforeseeable events beyond the parties reasonable control including but not limited to natural disasters, Acts of God, pandemics, or political / civil unrest. If such events occur, either party may suspend this Agreement for the duration of these events and then resume performance under this Agreement when the circumstances subside.
19. Attached are amendments labeled EXHIBIT B: Greenfield Water Utility Security Procedures and EXHIBIT C: Greenfield Water Utility Life Safety Plan for Contractor, which are incorporated into and made part of this service agreement. COVERALL shall comply comply, and shall ensure that it's franchised business owners, employees, agent, and subcontractors comply with all applicable requirements set forth in Exhibits B and C.

Greenfield Water Utility

Name Charles Gill

Title _____

Coverall Service Company

Name Scott Loughrey

Title _____





Signature _____
Today's Date _____

Signature _____
Today's Date _____



Cleaning Specifications

Greenfield Water Utilities
451 S. Meek St., Greenfield, IN 46140

One Time per Week: Thoroughly clean office space including vestibule/entryway, lobby, offices and office space, conference room, breakroom, and 2 restrooms.

1. Empty all trash, replace liner if needed, and take to dumpster.
2. Wipe out inside of trash cans when needed.
3. Vacuum all floor mats and carpet.
4. Dust & damp mop hard floors.
5. Clean vestibule/entryway door glass, inside and outside.
6. Clean and sanitize restrooms:
 - Dust mop and damp mop floor.
 - Clean and sanitize sink.
 - Clean mirror and polish fixtures (including dispensers).
 - Clean and sanitize base and bowl of toilet.
 - Clean and sanitize restroom walls and doors.
 - Refill tissue paper, soap & towel dispensers from client's supply.
7. Clean kitchenette:
 - Clean and disinfect counter tops and tables.
 - Clean, disinfect, and polish sink.
 - Clean and disinfect inside and outside of microwave.
 - Clean and disinfect outside only of refrigerator.
 - Dust mop and damp mop floor with disinfectant.
8. Disinfect high-touch areas (door handles, light switches, phone handles).
9. Dust/disinfect *uncovered* areas of floor furniture, bookcases, filing cabinets.
10. Dust copiers, scanners, and tops and bases of computers.

Once per Month in areas cleaned.

1. Remove cobwebs from corners of ceilings.
2. Dust baseboards (wash as needed).
3. Dust overhead vents and light fixtures (excludes removing light fixtures).
4. Dust window ledges and blinds.
5. Dust backs of office chairs.
6. Dust and damp mop locker area in men's restroom.

Greenfield Water Utility staff will continue to:

1. Empty dishes from sink.
2. Clean whiteboards.
3. Dispose of recycling trash.

OFFICE PRIDE will provide cleaning supplies and equipment.

Customer: Greenfield Water Utility

Date: March 13, 2026

Location: 451 S. Meek St., Greenfield, IN 46140

Contractor: Sanitize HooverWise, LLC DBA Office Pride Commercial Cleaning Services

I. Contractor Responsibility

- a. Contractor agrees to provide all services as described by the Cleaning Specifications.
- b. Contractor agrees to provide all labor, equipment, and cleaning supplies.
- c. Contractor agrees to provide service 1 time per week.

II. Customer Responsibility

- a. Customer agrees to provide adequate and secure storage facilities for contractor's equipment and supplies.
- b. Customer agrees to provide adequate water and electrical facilities for use of contractor.
- c. Customer agrees to provide 4 sets of key fobs for contractor's use.
- d. Customer to furnish all trash bags, paper products', and soap.
- e. Customer agrees to provide adequate trash disposal facilities.
- f. Customer agrees that contractor is not responsible for cleaning any blood or human fluid spills and that these spills will be cleaned upon occurrence by the customer. Contractor will assist with disinfection.
- g. Customer agrees not to employ in a similar position any contractor employee or franchisee assigned to service customer's facilities during the life of this agreement and for a period of three months following termination of this agreement.
- h. Customer understands Contractor's performance and provision of requested services are subject to the availability of products, tools, and labor.

III. Insurance Coverage

Contractor agrees to keep the following insurance coverage(s) in force during the term of the agreement:

- a. Workers Compensation (Policy limits per state statute)
- b. Comprehensive General Liability (\$1,000,000 per occurrence)
- c. \$10,000 Fidelity Bond for all employees

IV. Period of Agreement

Service will commence the 30th day of March , 2026 and continue (with the price in Section VI protected for 1 year) until canceled by thirty (30) days' written notice by either party.

V. Changes in Specifications or Frequencies

Customer and contractor agree that specifications, frequencies, or work assignments may be altered at any time by written notice. Contractor and customer will negotiate the cost of service changes.

VI. Cost of Service and Invoicing

- a. Customer agrees to pay contractor the sum of \$ **523.00** per month for service 1 time per week on the last day of the same month in which work is performed.
- b. Customer will be invoiced on or by the 10th of the same month with N30 terms.
- c. Prices quoted do not include applicable sales tax.
- d. Customer understands pricing is subject to change if costs of products, tools, or labor increase.
- e. Office Pride does not assume costs relating to customer payment and invoice processing. Customer agrees to pay any third-party invoicing portal or payment disbursement company that is utilized by the customer and said services incur an expense or fee to Office Pride, said costs will be reverted to the customer and added to the quoted price.

VII. THE UNDERSIGNED HAVE READ, UNDERSTAND and ACCEPT THIS AGREEMENT, and by signing this Agreement, all parties agree to all the aforementioned terms, conditions and policies.

Customer: Greenfield Water Utility

Printed Name _____

Signature _____

Date _____

Contractor: Sanitize HooverWise, LLC DBA Office Pride

Printed Name: Julie Hoover

Signature: *Julie Hoover*

Date: March 13, 2026

Prices quoted are valid for thirty (30) days from date of presentation.

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Janitorial Services Proposal

PREPARED FOR:

Charles Gill
Greenfield Water Department
451 Meek St
Greenfield, Indiana 46140



PREPARED BY:

Michael Hammer

Regional Director
Vanguard Cleaning Systems of Indianapolis
1060 N Capitol Ave 3-103,
Indianapolis, IN 46204
219-863-8428 | michael@vanguardcleaingin.com
www.vanguardcleaingin.com

March 27, 2026

Charles:

Thank you for taking the time to meet with me.

Based upon our discussion, I have created a customized proposal tailored to the specific requirements of your institution to help satisfy your above concerns.

I am open to discussing any adjustments you'd like to see to earn your business. Please share any feedback that would lead to a partnership between Greenfield Water Department and Vanguard Cleaning Systems of Indianapolis.

To learn more about our team, solutions and satisfied customers please click on the links below:

<https://vanguardcleaningin.com> and [Google Reviews](#)

Once again, thank you for your time and the opportunity to present the enclosed proposal.

Regards,

Michael Hammer

Michael Hammer | Regional Director
Vanguard Cleaning Systems of Indianapolis

PRICING AND SERVICE DETAILS

SERVICES QUOTED FOR: Greenfield Water Department

451 Meek St
Greenfield, Indiana 46140

SERVICE PLAN DETAILS AND PRICING

Monthly Rate	\$ 800.00
Service Frequency	1 X Week
Days of Service	Weekend

We specialize in providing valuable services such as Carpet Cleaning, Hard Floor Maintenance, and Day Porters. Pricing can be provided upon request.



Area To Be Serviced

- Entrance Area
- Lobby/Reception
- Hallways
- Restrooms
- Private Offices
- Open Office Area
- Conference Room
- Break Room/Kitchen
- Locker Room
- Common Area

Service Schedule

Prepared for Greenfield Water Department

Entrance/Common Areas	Per Visit	Weekly	Monthly	Quarterly	Other
Clean entrance door (interior and exterior) glass	✓				
Sweep or vacuum hard floor surfaces; damp mop as needed	✓				
Clean and disinfect high touch points (light switches, door handles, push plates)	✓				
Vacuum carpeted traffic areas	✓				
Empty trash and recycling; replace can liners as needed	✓				
Clean baseboards, edges and corners			✓		
Damp mop hard floor surfaces on stairs and landings	✓				
Dust windowsills, flat surfaces, and picture frames	✓				
Dust high reach areas including air vents			✓		
Lock all doors and shut off lights	✓				
Office Areas	Per Visit	Weekly	Monthly	Quarterly	Other
Vacuum carpeted areas in private offices and cubicles	✓				
Dust furniture, desks, and tables <i>Papers, personal items, and folders will not be moved</i>	✓				
Wipe down conference table(s) and arrange chairs	✓				
Vacuum carpeted areas	✓				
Sweep and wet mop hard floor surfaces	✓				
Clean and disinfect high touch points (light switches, door handles, push plates)					
Clean baseboards, edges and corners			✓		
Dust windowsills, flat surfaces, picture frames	✓				
Dust high reach areas including air vents			✓		
Empty trash and replace can liners as needed *	✓				
Restroom/LockerRoom	Per Visit	Weekly	Monthly	Quarterly	Other
Restock toilet paper, paper towels, hand soap, and other supplies	✓				
Empty trash and replace can liners as needed *	✓				
Empty sanitary napkin receptacle and clean with disinfectant	✓				
Wipe partition handles and dispensers	✓				
Dust sweep and damp mop ceramic and resilient floor surfaces	✓				
Clean restroom fixtures including toilet, urinals, sinks, and countertops	✓				
Clean and polish mirrors, glass and chrome	✓				
Clean and disinfect high touch points (light switches, door handles, push plates)	✓				
High dust tops of doors, partitions, mirrors, and air vents	✓				

Breakroom/Kitchen	Per Visit	Weekly	Monthly	Quarterly	Other
Empty trash and recycling; replace can liners as needed	✓				
Sweep and damp mop tile floor or vacuum carpeted floor	✓				
Wipe exterior of refrigerator	✓				
Damp wipe exterior and interior of microwave oven(s)	✓				
Damp wipe table tops and countertops	✓				
Clean and disinfect sinks (client responsible for dishes in sinks)	✓				
Damp wipe exteriors of cabinets	✓				
Vacuum all carpeted areas	✓				
Dust all ceiling air vents			✓		
Miscellaneous					

*Client is responsible for consumable supplies (trash liners, soap, toilet paper, hand towels, etc.). Our office manager, Swati Tinwala at swati@vanguardcleaningky.com, can help you manage your inventory, save time and budget by purchasing these products for your company from our local supply vendor. **Please email her to give us the opportunity to serve you more!**



Account Agreement

Prepared for Greenfield Water Department

The undersigned Client hereby requests and accepts the performance of selected janitorial services consistent with the Service Schedule included in the Janitorial Services Proposal dated Mar 27, 2026 (the "Proposal") for the location and as of the date stated below. The terms of the Proposal are incorporated by reference in this Agreement and comprise the "Account Requirements."

Locations:

451 Meek St

Greenfield, Indiana 46140

1. Client accepts that the responsibility for meeting Account Requirements will be delegated by IN Franchising LLC d/b/a Vanguard Cleaning Systems of Indianapolis ("Company") to an independently owned and operated Vanguard Cleaning Systems® franchised commercial cleaning business or other third party, which agrees to assume such responsibility and to provide the necessary equipment, crew and cleaning supplies at its expense. Company has the right to assign this agreement to a Vanguard Cleaning Systems® independent franchised business or other third party. No such franchised business or other third party can make an agreement on Company's behalf.
2. The monthly Contract Price \$ 800.00 is subject to adjustment based upon substantial changes in occupancy or service requirements but is otherwise applicable for one year from the date of this Agreement for the performance of the Account Requirements services. After 2 years from the sign date of this Agreement pricing will be adjusted for a cost-of-living increase, typically 5% based on Cost-of-Living-Adjustment (COLA) historical averages. Special Services are available upon request if not already priced in this Agreement. Either Client or Company can cancel this Agreement by giving 30 days advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by Client and Company. This agreement automatically extends for additional 1-year periods, unless Client or Company gives 30 days advance notice of cancellation.
3. Company is authorized by the applicable franchise business to perform billing and collection services on its behalf in connection with this Agreement. Payment terms are Net 30, and payments not received by the 10th of the month in which they are due are delinquent and subject to a service charge. Services may be suspended pending receipt of late payments without liability. If the service provider reasonably believes that the health or safety of janitorial workers is put at risk by servicing Client's facility, then it may decline to do so without liability. The contract pricing excludes any use tax; tax on sales, services or supplies; or any other such tax, which is payable by Client.
4. Services are not provided on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge. The Proposal price is not pro-rated or reduced for non-performance of scheduled services on the noted holidays.

Agreed and Accepted:

Greenfield Water Department

Charles Gill

IN Franchising LLC

dba Vanguard Cleaning Systems of Indianapolis