

# 2008

**MORGAN PROPERTY SERVICES**

**Ewart F. Morgan**

“Committed to Earning Your Business Everyday”

**"Committed to Earning Your Business Every Day"**

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**Owner/CEO**  
Ewart F. Morgan

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954-235-2694

To Whom It May Concern:

Please accept this letter as an expression of interest in the contracted position servicing properties under your department.

Morgan Property Services would like the opportunity to submit a proposal for Janitorial, Landscaping or Lawn maintenance of properties under your care.

Our company specializes in the maintenance of apartment buildings, commercial properties and developments. We have the infrastructure and staff to interact personally with owners and residents. Our office personnel and maintenance staff is extremely capable and dedicated in their pursuit of perfection. If your property is in need of rent ready work, landscaping or general maintenance we are the company for you.

It's our intention to provide you with the ultimate in Janitorial, Landscape and Maintenance service designed to fit your daily, week, monthly and special event needs.

Thank you for your time and consideration. We welcome the opportunity to schedule a time to discuss the potential contributions our company has to offer your properties. Please telephone our office at your convenience.

Sincerely,

Ewart Morgan

**Ewart Morgan**  
**Owner/C.E.O**

## About Us

Morgan Property Services founded in 2000 by Ewart Morgan. Since its inception, the company has grown from a small family business to employing several highly qualified employees. Our goal is to provide clients with the best possible service. We strive to attain this through constant training and the application of state-of-the-art developments in cleaning techniques

We are renowned for our expertise in home, office and commercial cleaning through our incomparable servicing of customers in the New York and Florida area. We continuously strive to develop new and innovative cleaning solutions to enhance the work environments of our customers.

From the first day of service, you will notice a level of personal care that reflects our philosophy of "earning your business every day." Homes, small and large office buildings, industrial complexes, healthcare facilities, banks, department stores, and corporate headquarters are among the many types of accounts serviced.

Hundreds of satisfied customers occupying millions of square feet are proof that when it comes to value, quality and responsiveness, Morgan Cleaning and Lawn Maintenance Services, is the company you can count on. We have several cleaning plans that can be tailored to your business needs. We will discuss your facility's cleaning service requirements and create a detailed proposal that is tailored to fit your needs. Proposal includes:

1. Staffing plans and detailed summary of daily/weekly cleaning services
2. Areas of responsibility for cleaning personnel, with individual and total work hours per week specified. Transition period: Morgan Cleaning and Lawn Maintenance Services anticipate a fluid and non-disruptive transition once the bid is awarded. Prior to start, all our employees will have been trained in accordance with your commercial cleaning needs and requirements.
3. Medical Facilities: Our staff and employees are trained in Safety Procedures, Blood-borne Pathogens, and Hazardous Material communication.



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## Company Mission Statement

Our mission is to be recognized as the leader in contractor cleaning, janitorial, and high-tech cleaning services. Our focus is on quality, profitable growth, exceeding our customer's expectations, and continuous improvement in the application and delivery of our services.

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With Morgan Property Services, you'll have the security of knowing that whatever you're cleaning need, we will provide the service.

- Private Home
- Commercial office cleaning
- Hotel and Motel Outsourcing
- Janitorial maintenance of large and small medical facilities
- Commercial carpet cleaning
- Maintenance of vinyl composite tile
- Maintenance of clean rooms in the fiber optics, medical, industries
- Familiar with establishing validated procedures to meet FDA/ OSHA requirements for medical manufacturers

## Property Service

- 24 Hour Service
  - Trained & Reliable Personnel
  - Licensed & Insured
  - Plans to Fit your Budget
- 



## **Why Hire Janitorial Contractors, Handyman, Or Other Outsourced Facility Service Providers?**

Outsourcing your facility services is more than just finding quality janitorial contractors to clean your facilities. It's a strategic business decision with many great benefits. And it all comes down to a single bottom-line: making your business better. Outsourcing your facility services can give you a competitive advantage by providing the time you need to help you grow your business and outshine your competition.

### **Focus On Your Core Competency**

Your business provides specialized products and/or services. Each business function that does not directly support, develop or improve your products/services - like facility services - can be outsourced. For example, outsourcing your business's cleaning needs to janitorial contractors allows you and your team to concentrate on your core competencies and mission-critical objectives, not cleaning your facility.

### **Reduce Costs**

Cost-savings alone can be a good enough reason for businesses to outsource tasks like cleaning to janitorial contractors. As you well know, retaining in-house employees is a very expensive endeavor, and in-house facility services personnel are no exception. What value do these employees add to your core business function? The answer is most likely little to none. But you still have to pay for those individuals' payroll, tax, salary and benefits package (insurance, 401(k), vacation and sick pay, etc.), not to mention numerous indirect costs like tools and equipment, management, and training.

Outsourcing your cleaning services to janitorial contractors and other similar services to a contracted facility services provider can help you control operating costs and establish a budget, freeing up capital that can be invested in your core business at a higher rate of return.

### **A Janitorial Contractor Offers Expertise**

Just like your company has expertise in a particular field, outsourced facility service providers are highly specialized companies, whether they are janitorial contractors, landscapers, or mechanical maintenance contractors/handyman. They have the experience and expertise to manage your facility better than you do because it's what they do. And they are always at the forefront of technological advancements in their industry, ensuring that clients are receiving the best efficiencies in facility operations.

An outsourced facility services provider, such as a janitorial contractor, affords you a higher level of service at a lower cost, bringing world-class capabilities to your facility not otherwise available from in-house resources.

### **Scalability**

Another word for scalability: flexibility. Outsourcing lets you easily adjust the level of staffing for facility operations on an as-needed basis, helping you control operating costs and easily adjust for changes in staffing and service requirements.

## **MAINTENANCE CONCERNS**

### Concern # 1: Are they dependable and reliable?

YES. We have built our company based on personal attention to our clients, service and quality. Morgan Cleaning Service employees are part of an ongoing, extensive personnel training program that we have taken pride in developing, which includes rapid response time. There are four levels of Supervision. They include Area Supervisors, Customer Service Representatives, Sales Persons and Morgan Cleaning Service Executives. Along with the actual cleaners themselves, we all work together to ensure the best quality of service.

### Concern # 2: Do they pay attention to details?

YES. A detailed checklist is completed on every visit with follow-up inspections during weekly management visits. Our employees receive on going training with emphasis on paying attention to details.

### Concern # 3: Will I ever see or hear from the cleaning company?

YES. Weekly visits by Morgan Property Services management are scheduled with designated Customer contact personnel to ensure total customer satisfaction. We will provide you with a log book in which you can leave a note to the cleaner if you have a concern or special request. It will be addressed on the next scheduled cleaning of your facility.

### Concern # 4: When I call the cleaning company will some one answer the phone? Or will I get an answering machine.

YES. Morgan Property Services is opened from 9 AM to 4 PM, Monday thru Friday. Our management personnel can be reached 24 hours a day.

### Concern # 5: Will I know who has access to and be cleaning my facility?

YES. Our clients are introduced to our managers and cleaners. We are all dedicated to providing the best possible service.

### Concern # 6: Can Morgan Property Services provide all of my janitorial service needs?

YES. Morgan Property Services provides the following services: Daily Cleaning, Carpet Cleaning, Floor Refinishing and/or Resealing, Buffing Floors, Window Cleaning and Re-lamping. These services can be included in the monthly invoice or invoiced per occurrence. In addition Morgan Property Services will monitor your cleaning supply inventory, order and supply your company with all paper products, hand soaps, hygiene products, air fresheners, light bulbs and any other janitorial maintenance product you may need.

## Services

In today's fast paced business environment, more and more facility managers are looking for cleaning companies that can fulfill a wide spectrum of service needs, thus saving time and providing an added measure of convenience.

With our specializations in hard floor care, carpet cleaning, window cleaning, pressure washing, and restroom sanitation, Morgan Property Services, emphasizes a unique approach to servicing our customers with the proficiency and expertise that is necessary in this profession. We are professionally trained to provide a variety of services including but not limited to:

### Types of Services

1. Daily
2. Weekly
3. Monthly

### We offer Cleaning Services for all types of property which include

- Commercial Office Buildings
- Restaurants
- Construction Sites
- Move In/Move Out Service
- Windows & Floors

### Cleaning Products

Environmentally Safe/Non-Toxic Cleaning Supplies (green)

### General Cleaning Services

#### Hard Floor Care

Daily Maintenance  
 Periodic Cleaning - Machine Scrubbing  
 Periodic Cleaning - Scrub & Recoating  
 Periodic Cleaning - Strip & Refinishing

#### Carpet Care

Carpet Cleaning Periodic Maintenance - Spot Removal  
 Periodic Maintenance - De-flooding  
 Periodic Maintenance - Bonnet Cleaning  
 Periodic Cleaning - Hot Water Extraction

### Other Special Services

Window Cleaning  
 Restroom Sanitation  
 Restroom Deodorization  
 Ceiling and Wall Cleaning  
 Light Maintenance  
 Power or Pressure Washing  
 Parking Lot Maintenance  
 Fire and Flood Clean-up



## Packages

### I. BASIC CLEANING PACKAGE

The cleaning service for the Basic cleaning package consists of:

- Trash removal
- Basic bathroom cleaning
- Spot checking floors
- Sweep and mop

### II. DETAIL CLEANING PACKAGE INCLUDES:

The cleaning service for the Detail cleaning package consists of:

- Vacuuming carpeted floors
- Sweeping and mopping of the floors
- Lightly dusting all surfaces
- Trash removal
- Bathroom cleaning- wiping down the sink(s), mirror(s), counter(s), toilet fixture(s)
- Restocking paper products (i.e., paper towels, toilet tissue and soap.)
- Detail floor care

This package is good for those who need cleaning services 3 days or more and who are budget focused.

**NOTE:** All of the above services may not pertain to your cleaning request nor needs however; any package can be customized to meet your specific needs.

### III. PLUS CLEANING PACKAGE

The cleaning service for the Plus cleaning package consists of:

- vacuuming carpeted floors including under all furniture and move-able equipment
- sweeping and mopping of the floors including under all furniture and move-able equipment
- lightly dusting all surfaces
- trash removal
- Bathroom cleaning service- wiping down the sink(s), mirror(s), counter(s), toilet fixture(s)
- Wiping down all the walls and baseboards
- Restocking paper products (i.e., paper towels, toilet tissue and soap.)
- Detail floor care

**NOTE:** All of the above services may not pertain to your cleaning request nor needs however; any package can be customized to meet your specific needs.

## **These packages can be tailored to your need.**

### DAILY SAMPLE CLEANING SPECS

#### Service Daily A - Services to Office and Tenant Areas:

1. Emptying all wastebaskets, trash containers, and recycling bins. The refuse to be removed to a suitable place on the premises.
2. Thorough dusting of telephones, chairs, file cabinets and other furniture and equipment as needed to maintain appearance. Remove debris from chairs.
3. Dust and smudges will be removed from display merchandise.
4. Ashtrays and cigarette urns will be emptied, cleaned and damp wiped.
5. Fingerprints and smudges will be removed from glass desktops.
6. Counter and tabletops are to be damp wiped; sinks and the exterior of refrigerators are to be cleaned in lunchroom areas. The washing of silverware, and, pans, dishes, emptying and cleaning of coffeepots is not included in the daily service but, can be provided upon request.
7. Vending machine areas will be kept clean and spot mopping the adjacent area for spillage will be

performed.

8. Vacuum cleaning of all carpeted areas. Detail to all edges, corners, and spot clean carpets as needed to remove spills, spots and stains.
9. Tile floors will be thoroughly swept with chemically treated dust mops.
10. Tile floors will be damp mopped or wet mopped, as well as other areas receiving heavy usage where needed, to remove spillage and surface spoilage.
11. Public tile areas will be wet mopped nightly as needed.
12. All wastebaskets will be damp wiped as needed in order to maintain in a presentable condition. Liners shall be replaced.
13. Fingerprints will be removed from door facings, light switch plates, walls, glass doors and partitions as needed.

**Service Daily B - Services to Restroom Areas:**

1. All commodes, urinals, wash basins and toilet seats will be washed, scrubbed and disinfected.
2. Dusting will be performed on all partitions, ledges, light fixtures, receptacles and dispensers. Urinal partitions will be washed.
3. Waste paper and sanitary napkin containers will be emptied. Liners will be replaced.
4. All mirrors, switch plates, partition and doors will be washed.
5. Fingerprints, water spots, graffiti will be removed from walls.
6. Rest room floors will be swept and wet mopped with germicidal disinfectant solution.
7. Towel, toilet paper dispensers, hand soap and sanitary napkin machines will be refilled daily.
8. Metal work will be polished.

**Service Daily C - Service to Public Areas (other than rest rooms):**

1. Elevator cab floors, doors, walls, switch plates will be cleaned. Dirt and debris from runner tracks will be removed and carpets will be spot cleaned.
2. Outside entrance areas will be swept and the areas policed for trash and litter where possible.
3. Tile public corridors will be thoroughly swept with chemically treated dust mops and will be damp mopped or wet mopped as needed.
4. Tile public corridors will be thoroughly spray buffed as needed to maintain a scuff free and glossy uniform appearance.
5. Directory glass will be washed as needed.
6. Fingerprints will be removed from doors, walls and partitioned glass.
7. Fingerprints will be removed from door facings, light switch plates, and partitions as needed.
8. Clean, disinfect and polish all drinking fountains.

9. Vacuum all carpeted areas and spot clean as needed.
10. All stairwells will be checked and cleaned for trash and spills.

**Service Daily D - Service to private areas (service areas and employee areas):**

1. Emptying all wastebaskets and trash containers and removing the refuse to a suitable place on the premises.
2. Ashtrays and cigarette urns will be emptied, cleaned and damp wiped.
3. Rest room cleaning as called for in Section B will be performed.
4. Kitchen and/or break room tabletops are to be damp wiped.
5. Vending machine areas will be kept clean.
6. Tile floors will be thoroughly swept with chemically treated dust mops.
7. Tile floors will be damp mopped, or wet mopped, as well as other areas receiving heavy usage.
8. Fingerprints will be removed from doors.
9. Fingerprints will be removed from door facings, light switch plates, and partitions as needed.
10. Janitor supply areas will be kept in a neat, clean and orderly condition.

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**SAMPLE WEEKLY CLEANING SPECS**

**Services Weekly A - Office and Tenant Areas:**

1. Windowsills, picture frames, ledges, and other exposed flat surfaces not dusted daily will be kept free of dust and dirt.
2. Wood paneling in private offices will be dusted as required.
3. Complete "hi-low" dusting of such things as chair rungs, sides and legs of desks, tables and other surfaces requiring periodic attention will be performed.
4. Dust and dirt will be removed from overhead vents on an as needed basis.

**Services Weekly B - Service to Restrooms:**

1. Bowl cleaner will be used in all toilets and urinals as needed.
2. Dust and dirt will be removed from overhead vents on an as needed basis.

**Services Weekly C - Service to Public Areas (other than restrooms):**

1. Windowsills, ledges, and other exposed flat surfaces not dusted daily will be kept free of dust and dirt.
2. Complete "hi-low" dusting of such things as chair rungs and other surfaces requiring periodic attention will be performed.
3. Elevator tracks will be thoroughly scoured, as needed; in order to keep them in a clean, bright condition at all times.

Services Weekly D - Service to Private Areas (service areas and employee areas):

1. Windowsills, ledges and other exposed flat surfaces not dusted daily will be kept free of dust and dirt.
2. Stairs shall be swept.
3. Complete "hi-low" dusting of such things as chair rungs and other surfaces requiring periodic attention will be performed.
4. Dust and dirt will be removed from overhead vents on an as needed basis.
5. Vinyl or concrete floors of service areas, employee areas, including the maintenance rooms, will be maintained.

MONTHLY CLEANING SPECSServices monthly A - Services to Office and Tenant Areas:

1. Blinds will be dusted as agreed.
2. Tile Floors shall be buffed once a month.

Services Monthly B - Service to Restrooms:

1. Rest room door vents will be cleaned as needed.
2. Soap dispenser reservoirs will be emptied and rinsed out and refilled with fresh, new soap.

Services Monthly C - Service to public areas (other than rest rooms):

1. Stairs and landings will be spot mopped. They will be washed more thoroughly when needed.
2. Wherever practical fingerprints will be removed from walls.

Services Monthly D - Service to private areas (service areas and employee areas):

1. Wherever practical fingerprints will be removed from walls.

IV. Miscellaneous Items:

- A. Care shall be exercised so that baseboards, walls, and furniture shall not be splashed, marred, disfigured, or damaged during these or any other scheduled operation.
- B. Janitorial closets, equipment, and materials shall be kept in a neat, clean and orderly condition at all times. No mops or other equipment is to be left in the sinks or drains. All drains are to be cleaned out nightly of debris.
- C. Defective or inoperable equipment shall be brought to the attention of the management company, such as:
  1. leaking or other plumbing problem,
  2. Defective lighting.
  3. Doors or gates not securing properly,
  4. Other circumstances that may affect the security, maintenance and effectiveness of the facility as needed.

- D. All equipment must be labeled and will be maintained and cleaned in a like new condition at all times. All products and chemicals must be labeled and should be properly certified and of the highest quality to ensure safety and protection of finish surfaces and of the environment.

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POST CONSTRUCTION SAMPLE CLEANING SPECS

1. Detail Cleaning of cabinets and drawers inside and out
2. Detail Cleaning & Sanitizing of countertops and sinks, fixtures polished
3. Detail Cleaning & Sanitizing of restroom stalls, toilets, and urinals
4. Mirrors and all glass cleaned and polished
5. All drinking fountains detail cleaned & sanitized
6. Complete dusting of facility
7. Furniture detailed - dusted & polished(if in place at facility)
8. Appliances removed of coverings wiped, sanitized & polished
9. If floor covering not installed floor will be swept only
10. Detail vacuum of all carpets
11. Detail sweep/mop of all hard surface & resilient flooring
12. Strip & wax of VCT flooring (available upon request)
13. Washing windows (interior/exterior & cleaning all tracts)
14. Detail Cleaning of overhead vent duct covers

Every post construction project has special cleaning needs. We will evaluate the facility individually and provide them with a site specific cleaning program.

VCT FLOORING

Strip & Wax  
Spray Buffing  
Burnishing

GROUT SEALING

Have you recently had new ceramic tile or natural stone installed? We will seal the grout so that you will be able to keep it looking clean & new for many years to come. We use a specialty sealing products that is strong enough to use in exterior use such as brick so that you know it will protect your investment.

## GROUT RECOLORING

If you have grout that has discolored over time or you just want to change the color, we have the answer. We use an epoxy based product that not only will recolor your floors grout to the color of your choice but also seal the product to help protect from future dirt & discoloration.

## CARPET CLEANING

Carpet is a leader in living space allergies, though your carpet presents as seemingly new/ it collect dust and trap dirt particle every time traffic passes over it. It's recommended that your carpet be shampooed every three months and spot clean as necessary to Maintain its beauty, pleasure of usage and that near new carpet smell.

## WINDOW WASHING - Interior & Exterior

As a full service janitorial company we offer some special services "ala carte" for when you need them most

## LAWN CARE & MAINTENANCE

The professionals at Morgan Property Services can make all the difference. We'll take care of all your lawn care needs-insect treatment, weed problems, and fertilization. You'll enjoy a rich green lawn. Morgan Property Services a company you can trust.

Cultivate your property with Morgan Property Services. Our superior and reliable customer service along with comprehensive residential and commercial services make Morgan Property Services the right choice for you.

Morgan Property Services offer professional residential and commercial landscaping services. Our company has years of experience and as professional landscapers we adhere to the highest industry standards and commitments to service.

### Services Includes...

- Landscape Design
- Lawn Service
- Edging
- Trimming
- Blowing
- Mowing
- And More!

**Morgan Property Service** handles everything from mowing to landscape design. Our dedicated team of professionals has a true passion to serve and provide the best available lawn maintenance and landscaping services to you.

**Work Request Form**

LOCATION	TYPE OF SURFACE	SERVICE REQUEST	DATE	TIME

Total Square feet: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Customer Name (Please Print): \_\_\_\_\_

**CLEANING CONTRACT** (PLEASE PRINT)

I/WE \_\_\_\_\_, agree to the service (s) as outlined below,

At the designated address, dates and times:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Telephone #: \_\_\_\_\_ Cellular#: \_\_\_\_\_

Service(s) requested:

\_\_\_\_\_  
\_\_\_\_\_

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name if different from contact: \_\_\_\_\_

***\*Please Note\****

*Remove all valuables and/or personal items from floor/ surface to be cleaned prior to service date/s, as we are not responsible for any item to be moved. Cleaning will be done around large item.*

Ewart Morgan: \_\_\_\_\_ Date: \_\_\_\_\_

Service Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**PRICING LIST**

SQ.FT	FLOOR TYPE	TYPE OF CLEANING	UNIT COST PER SQUARE FOOT EACH CLEAN	SQUARE FOOTAGE	UNIT COST PER SQUIRE FOOT EACH CLEAN
0- 1000	VINYL/LINOLEUM	BASIC SWEEP AND MOP	\$0.15	1000 -3000	\$.10
0-1000	VINYL/ LINOLEUM	SWEET STRIP SEAL AND WAX	\$0.25	1000 -3000	\$0.20
0-1000	CARPET	VACUUM/ BONNET	\$0.10	1000 -3000	\$0.15
0-1000	CARPET	SCRUB/SHAMPOO	\$0.20	1000 -3000	\$0.15
0-1000	MARBLE/ TERRAZZO	SWEEP AND MOP	\$0.20	1000 -3000	\$0.30
0-1000 STEPS	MARBLE/ TERRAZZO	STAIRS	\$10.00 PER STEP	1000 -3000 STEPS	\$10.00 PER STEP
0-1000	MARBLE/ TERRAZZO/ GRANITE	SWEEP/MOP/POLISH	\$0.25	1000- 3000	\$0.20
0-1000	CERAMIC/ TRAVELINE OTHER STONE	SWEET/ MOP	\$0.15	1000 -3000	\$0.10
0-1000 STEPS	CERAMIC/ TRAVELINE OTHER STONE	STAIRS	\$20.00 PER STEP	1000 -3000 STEPS	\$15.00 PER STEP
0-1000	CERAMIC/ TRAVELINE OTHER STONE	WASH/ GROUT CLEAN	\$0.35	1000 -3000	\$0.30
0-1000	HARDWOOD/ LAMINATE	SWEET/ MAP	\$0.15	1000 -3000	\$0.10
0-1000	HARDWOOD/ LAMINATE	REFINISH	\$0.65	1000 -3000	\$0.65
0-1000 STEPS	HARDWOOD/ LAMINATE	STEP REFINISH	\$10.00 PER STEP	1000 -3000 STEPS	\$10.00 PER STEP

**3000 SQUARE AND ABOUT PLEASE CALL FOR PRICING**

\*\*\*\*Lawn maintenance, Landscaping and other building maintenance service will be Bid separately. \*\*\*\*

**CONTRACTOR'S BID PROPOSAL:**

**TOTAL BID:**

**(Per square foot):** \_\_\_\_\_ **(Per Flat rate):** \_\_\_\_\_

**The Contractor proposes to furnish all equipment and do all work described herein, according to the terms of this contract, He will take into consideration the per square footage or flat rate cost as listed and agreed on during the pre-bidding and as stated in this proposal. The Contractor represents that all statements he/she makes in this Agreement are complete and correct. The Contractor's bid covers all items in the specifications submitted by the Cooperation or regional office.**

**Contractor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**City License Number:** \_\_\_\_\_

**Contract Approval:** \_\_\_\_\_ **Date**

**Satisfied program requirements:** \_\_\_\_\_

**Office of Contract Compliance**

**Date:** \_\_\_\_\_

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHEMICAL USAGE RELEASE****INCLUDE BUT NOT LIMITED TO:**

FLOOR STRIPPER, CROSS LINK SEALER, WAX, SOFT SCRUB WITH BLEACH, AJAX, CARPET SHAPOO, VARIOUS ODOR ELIMINATOR, HARDWOOD FLOOR CLEANER, DRAIN CLEANER, TOILET BOWL CLEANER.

I \_\_\_\_\_ hereby agree to the use of a stripping agent to remove the built up of wax on my floor. I am also aware that the use of a wax finish could cause a slippery surface. WAX FINISH: YES \_\_\_\_\_ NO \_\_\_\_\_

I am fully aware that while shampooing a carpet or upholstery the dust because airborne along with the scent of the carpet solution and the micro droplets from the applicator may cause mild to moderate sneezing and coughing.

An allergic reaction may stem from an odor treatment. I agree to the use of an odor eliminator. Yes \_\_\_\_\_ No \_\_\_\_\_

I agree to the use of all other chemicals listed above Yes: \_\_\_\_\_ No: \_\_\_\_\_

**MORGAN PROPERTY SERVICE WILL NOT BE RESPONSIBLE FOR ANY SLIP AND FALL ACCIDENT AS A RESULT FROM PRODUCT USE WITH, OR WITHOUT A SIGN POSTED IN THE DESIGNATED WORK AREA OR ANY REACTION TO USE OF CHEMICALS OR PRODUCTS USED.**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ of \_\_\_\_\_ would prefer to provide all cleaning agents necessary to complete this task.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

**IT'S MY INTENTION TO FOLLOW OSHA REGULATIONS AND TO PROVIDE THIS SERVICE IN A SAVE MANNER WITH MAXIMUM RESPECT FOR PERSON AND PROPERTY.**

MORGAN PROPERTY SERVICE: \_\_\_\_\_ Date: \_\_\_\_\_