

**Mountain View Friends Meeting (MVFM)**  
**2280 S. Columbine St.**  
**Denver, CO 80210-4813**

**Request for Quotation for Meetinghouse Cleaning**

For further information, please contact: Joan Piasecki [drmpiasecki@comcast.net](mailto:drmpiasecki@comcast.net) 720-219-3904

Description: MVFM needs an independent contractor to clean the Meetinghouse with tasks being required weekly, biweekly, and quarterly.

The Meetinghouse has:

2025 sq. ft on the main floor

1175 sq. ft on the second floor

725 sq.ft in the basement

3925 sq.ft. total

**Tasks:**

**WEEKLY**

KITCHEN

Wet mop the floor using Bona or similarly approved product for wood floors

Clean microwaves - remove any cooked on food or splattering

Empty and take out trash

Clean counters

Clean sinks with non-bleach product. Put any dirty dishes in the dishwasher.

3 BATHROOMS

Clean toilets including base and tank of toilet

Clean sinks with bathroom cleaning product

Clean shower upstairs

Wipe counters and open surfaces with bathroom cleaning product

Wet mop floors

Clean mirrors

MAIN FLOOR

Clean wooden floors using Bona or equivalent cleaner for wood floors,

Vacuum rugs

Clean empty surfaces - tables, window sills - using dust cloths or damp rag depending on the surface

UPSTAIRS

Vacuum carpet in all rooms

Use a damp cloth to wipe down tables and chairs that are set up

NURSERY (using non-chemical/non-allergenic products)

Dust surfaces

Vacuum carpet and couch

Wipe tables and chairs using a damp cloth

Empty Trash

STAIRWAYS

Clean stairs using wood floor cleaner (see notes above). Wipe banisters and rail using a damp cloth.

ELEVATOR

Vacuum/clean floor

Wipe down rails using a damp cloth.

**BIWEEKLY**

MAIN FLOOR

- Clean baseboards and baseboard heaters using a damp cloth
- Dust woodwork and moldings
- Clean window ledges and shutters; dust and wet wipe if necessary
- Wipe around light switches and control panels
- Dust piano and bench
- Dust picture frames
- Dust bookshelves
- Dust benches

UPSTAIRS

- Dust picture frames
- Vacuum couches
- Dust book shelves

**QUARTERLY**

- Remove books and dust bookshelves
- Vacuum benches

The contractor will report to: Mountain View Friends Meeting Trustees

**CONTRACTOR’S CONTACT INFORMATION**

NAME OF BUSINESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONTACT PERSON NAME: \_\_\_\_\_

CONTACT PERSON PHONE NUMBER: \_\_\_\_\_

CONTACT PERSON EMAIL: \_\_\_\_\_

RELEVANT EXPERIENCE:

REFERENCES AND THEIR CONTACT INFORMATION:

1. \_\_\_\_\_  
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2. \_\_\_\_\_  
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