



# SERVICE AGREEMENT

This Agreement is made between Impact Facilities Services Inc., (hereinafter referred to as "Contractor") and **The Accelerated Schools**, (hereinafter referred to as "Client"). Client accepts the proposal of Contractor to provide and assure the performance of janitorial and day porter services and for the premises located at:

**The Accelerated Schools**  
**Aces Campus: 3914 S. Main st. Los Angeles, CA 90011**  
**Tas 2: 119 E. 37<sup>th</sup> st. Los Angeles, CA 90011**  
**Tas-Wahs: 4000S. Main st. Los Angeles, CA 90037**

Beginning on August 5<sup>th</sup>, 2024, Contractor will obtain all equipment and materials necessary to perform the services listed in the "Service Schedule." The client agrees to pay **\$33,342.00 per month for day porter and nightly janitorial services (breakdown on last page of agreement)**. In exchange for services as specified in the "Service Schedule". Professional commercial cleaning services will be performed after business hours. Client agrees to inform Contractor if dissatisfied with the nightly janitorial and day porter services so any appropriate corrections can be made.

The contract price under "Pricing and Specifications" on the Service Schedule is applicable for one year from the date of this Agreement for the services identified on, and to be delivered at the intervals provided in, the Service Schedule. The price is subject to adjustment based upon substantial changes in occupancy or cleaning requirements. 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 Contractor.

Contractor will issue invoices in advance, on the first day of every month. Full payment is due and payable fifteen days (15) from the invoice date. Payments not received by the 5<sup>th</sup> of the month for which they are due are subject to a service charge of 10%. Contractor can suspend janitorial services pending receipt of late payments without liability. Client is responsible for trash can liners and light bulbs for the property or they may opt to purchase them from the Contractor. Contractor will be reimbursed upon the submittal of receipts at the end of each month. Green Seal chemicals will only be used i.e., disinfectant, glass cleaner on the property premises.

Services are not to be provided on New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day. Any separate arrangements can be made for an additional charge. Innovative Commercial Services Inc. will use Green Seal chemicals at the property.

Undersigned agree that in the event of disagreement, damage, injury, or any other claim both parties agree to arbitration.

This Agreement shall constitute the entire contract between the parties and all prior and future representations or Agreements, whether written or oral, are merged herein.

ACCEPTED:

By: [Signature] Date: 7/22/24  
**The Accelerated Schools**

Title: CBO

By: [Signature] Date: 7/17/24  
**Impact Facilities Services Inc**

Title: CEO



## IMPACT FACILITIES SERVICES SCHEDULE

### **GENERAL CAMPUS AREAS- OFFICES, PRIVATE OFFICES, CLASSROOMS, LIBRARY, AND OTHER WORK AREAS**

#### *Services Performed Each Visit...*

- Dust furniture, desks, chairs, tables, and cabinets.
  - ✓ *Papers and items on this furniture will not be moved unless specifically requested.*
- Vacuum designated carpeted areas.
- Dust mop ceramic and resilient floor areas and spot clean to remove spills and stains.
- Empty waste containers and remove trash to the designated area.
- Remove any items marked "trash".
- Return chairs, furniture, and waste containers to proper positions.
- Lock designated office doors upon completion of cleaning.

#### *Services Performed Each Week...*

- Dust window ledges, tops of partitions.
- Thoroughly wet mop resilient flooring
- Thoroughly vacuum corners and edges
- Clean and sanitize telephones.
- Remove cobwebs
- Remove fingerprints from doors and frames
- Spot clean interior window glass

#### *Services Performed Each Month...*

- Dust high reach areas including tops of partitions, shelves, ledges, vents, and HVAC grills.
- Dust venetian blinds.
- Clean baseboards, carpet edges and corners.
- Vacuum upholstered furniture.
- Spot clean carpeted areas
- Buff as needed resilient flooring
- Remove cobwebs.

### **COMMON AREAS - LOBBY, CONFERENCE ROOMS, HALLS, ELEVATORS, STAIRWELLS, COPY/MAIL ROOMS, AND OTHER WORK AREAS**

#### *Services Performed Each Visit...*

- Clean glass lobby door as needed to 8ft
- Vacuum designated carpeted areas, including high traffic walk lanes and carpeted mats
- Empty waste containers, clean and reline, and remove trash to the designated area
- Sweep or dust mop hard surface floor areas and spot clean to remove spills and stains
- Spot clean doors, door frames, walls



## IMPACT FACILITIES SERVICES CONTINUED...

### *Services Performed Each Week...*

- Dust window ledges, tops of partitions.
- Dust and remove debris from metal entrance thresholds.
- Remove fingerprints from doors and frames
- Remove cobwebs
- Spot clean interior window glass
- Thoroughly vacuum all accessible carpet and perform minor spot cleaning as necessary
- Damp mop all accessible hard surface flooring

### *Services Performed Each Month...*

- Dust high reach areas including shelves, ledges, vents, and HVAC grills

## **STAFF LOUNGE AND OR LUNCH ROOM AREA:**

### *Services Performed Each Visit...*

- Damp wipe table tops, countertops, and exteriors of cabinets
- Empty trash containers and remove trash to the designated areas
- Damp wipe exterior and interior of microwave ovens
- Spot clean doors, walls, and cabinetry
- Throw out any food on countertops
- Sweep or dust mop and damp mop resilient flooring to remove spills and stains.
- Clean, polish, and sanitize sinks
- Wipe exterior of refrigerator
- Restock paper, soap, and other consumables per client's request

### *Services Performed Weekly...*

- Exterior of refrigerators is included with the normal scope
- Clean exterior and interior of microwaves

### *Services Performed Each Month...*

- Perform high, low, and detail dusting of all reasonably accessible surfaces (to 8 ft.). Vacuum air vent
- Clean inside of refrigerators



## IMPACT FACILITIES SERVICES CONTINUED...

### **RESTROOM AREAS:**

#### *Services Performed Each Visit...*

- Clean and sanitize restroom sinks, counters, and restroom fixtures including toilet bowls, toilet seats, and urinals.
- Empty trash containers and remove trash to the designated areas.
- Sweep or dust mop and damp mop hard flooring to remove spills and stains.
- Clean and polish mirrors, glass and chrome.
- Clean and sanitize any surface that may come in contact with other people
- Re-stocking of bathroom supplies

#### *Services Performed Each Month...*

- Apply and deodorize lavender enzyme cleaner on drains and urinals to prevent sewer gases from coming up
- Wash down all hard surfaces and wipe down to remove dirt and other soils
- Remove all calcium buildup on faucets and surrounding areas





## **Scope of Work/Day Porter Responsibilities**

### **General:**

1. Note and report general conditions of buildings and common areas
2. Report to Facilities Manager regarding the Campus Grounds

### **Daily:**

1. Building interiors cleaned as needed of spills and stains. Wipe all mullions, windowsills, etc. from water overspray, dust and cobwebs.
2. Pick up trash and debris throughout common area including sidewalks, parking lot, planters, in and around trash enclosures.
3. Spot clean spills and gum on grounds and remove standing water.
4. Check all trash and recycling receptacles throughout the day and empty when  $\frac{3}{4}$  full or daily, whichever occurs first; replace liners as needed. Clean and sanitize trash receptacles inside and out including lids, sides, and undersides.
5. Help with moving furniture in premises.
6. Clean restrooms throughout the day as needed.
7. Continually clean (as needed) all furniture, including tables, chairs, benches, and all seating areas.
8. Clean all ash urns and replace sand when necessary.
9. Inspect and spot clean all surfaces. Common area surfaces to include but not limited to rails, poles, curbs, light fixtures, newsstands, mailboxes, dock railing, etc.
10. All trash enclosures shall be thoroughly cleaned as needed to maintain cleanliness

### **Weekly:**

1. Perform high dusting, including removal of cobwebs from interior and exterior surfaces
2. Thoroughly clean all utility rooms (trash enclosures, fire riser, janitor's rooms, etc.)

**We can add or subtract to this scope once we get a full grasp as far as what is needed daily. We will create a better schedule and scope of work as well.**

**CUSTOMER**

**SPECIFICATIONS**

# The Accelerated Schools

**Aces Campus  
3914 S. Main st.  
Los Angeles, CA 90011**

**Tas 2  
119 E. 37<sup>th</sup> st.  
Los Angeles, CA 90011**

**Tas-Wahs Campus  
4000 Main st.  
Los Angeles, CA 90037**

**FREQUENCY**

**All Nightly Service  
Monday-Friday**  
  
**All Day Porters  
Monday-Friday**

**MONTHLY SERVICE FEE**

**Aces Nightly Service  
Monday-Friday  
\$9,093.00**

**Aces Day Porter 1  
Monday-Friday  
7:00a.m-2:00p.m  
\$4,547.00**

**Aces Day Porter 2  
Monday-Friday  
8:00a.m-4:00p.m  
\$5,196.00**

**Tas 2 Day Porter  
Monday-Friday  
7:00a.m-12:00p.m  
\$3,248.00**

**Tas-Wahs Nightly Service  
Monday-Friday  
\$11,258.00**

**Total Monthly Fee: \$33,342.00**

**START TIME**

**Aces Nightly Service: 4:30p.m-9:30p.m**

**Aces Day Porter 1: 7:00a.m-2:00p.m**

**Aces Day Porter 2: 8:00a.m-4:00p.m**

**Tas 2 Day Porter: 7:00a.m-12:00p.m**

**Tas-Wahs Night Service:4:30p.m-9:30p.m**

**\*\*\*Aces Campus will have a 3-person crew at night\*\*\***

**\*\*\*Tas-Wahs Campus will have a 5-person crew at night\*\***