

COMPUTERS and Other Equipment

Professional Cleaners are unique in that they have access to buildings and its' offices where even some client employees are denied admittance. Along with the responsibility that a Professional Cleaner must be given is a great deal of trust. We would never want to betray that trust by using any equipment owned by a client. ESPECIALLY would we not want to use a client's computer for any reason!

TIPS

More than cleaning tools and equipment can be stored in the janitor's room! Why not leave an extra smock or t-shirt hanging there in case you should need it? In keeping with our desire to maintain a neat and clean appearance on the job, isn't an extra change of clothing a 'neat' idea? - Especially if we are working a 4 - 8 hour shift!

THE PROFESSIONAL CLEANER: APPEARANCE AND DECORUM

On the job, the Professional Cleaner represents the Company. So his/her appearance and decorum is very important especially if the client's staff is present when the Professional Cleaner is working. **Bemister's Janitorial** employees always keep the following important points in mind when they are on the job:

1. **Language** - No foul language or off-colored jokes would ever be appropriate
2. **Children** - Children should not be brought into a building since they need constant supervision. If we break or damage a client's property then our company will be held responsible.
3. **Clothing** - Our clothing should always be presentable. The employees of **Bemister's Janitorial** have already been chosen because they have met the company's standards in the past. Even though **clean** casual clothing is acceptable, all employees should be aware that certain immodest styles detract from our appearance, such as bare midriffs; short skirts; etc. Our employees are deserving of commendation as they continue to represent themselves and our company as Professional Cleaners.
4. **Grooming** - Good grooming is expected in any business! Unkempt hair or unshaven faces give the wrong impression. If our male employees do have beards and/or moustaches, they should be neatly trimmed.
5. **Garments & Carts** - If we use garments such as smocks over our clothing, we want to ensure that they are free from stains and neat in appearance. The same would be true of equipment carts - are they clean?
6. **Smoking** - Most buildings are smoke-free today! A professional Cleaner would never smoke in such a building—even if it is after hours. We respect the client's policy!
7. **Being Friendly** - Being cordial is important, but we would not want to take up too much time talking to a client's staff as this might hinder them from doing their work!



CLIENTS APPRECIATE OUR EMPLOYEES

Bemister's Janitorial Service Inc. employees are appreciated by many of our clients! Several managers have commented on the friendly and accommodating way in which our Professional Cleaners present themselves. Many of our long-time clients, some who have been with us for more than thirty years, have stated that one of the main reasons that they continue to contract with **Bemister's Janitorial Services Inc.** is because of the company's dependability. That basically means that our employees are dependable. Keep up the good work!