

Bemister's **Janitorial**

Services Inc.



**The
PROFESSIONAL
CLEANER
Series**

Number One

Kitchens



In doing KITCHENS, the Professional Cleaner always asks these important questions:

Garbage container - is it cleaned on the outside and inside; are the walls next to the container also cleaned?

Fridge - is the top dusted; are fingerprints around handle removed; is the area between fridge and wall cleaned; is the bottom vent cleaned?

Stove - is the top cleaned; the controls; the area between stove and wall?

Sink - are stains removed (using Comet if necessary); drain cleaned; taps and faucets shiny?

Floor - are there 'black' marks from shoes or chairs to be removed; is the floor in good condition? (If not, then I should phone the OFFICE and report it!)

Inside Cupboards - (where tea, coffee, cookies, etc. are kept) are they wiped periodically?

Door Frames - are grease marks, fingerprints, etc. removed?

Counter Tops - are stains removed using an abrasive cleaner (like Comet) if necessary?

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Chairs - are the legs and chrome edging spotless?

Appliances - has the INSIDE been checked and the OFFICE informed if cleaning needed?

Underneath Sink - If supplies are kept there, has the area been wiped periodically?

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!**



**THANK
YOU**

Tips

Never look for garbage bags again! Put 10 bags at the bottom of the garbage container and then line it with 2 bags (an extra one in case there is a leakage problem). Make sure the bags are fitting properly (it will look neater). A great job and you'll never look for garbage bags again!

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?

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!

Is it *really* my JOB?



Have you ever been asked by a client to do something on the job that you felt was not a part of your job description? What did you do? What *should* you do? The **Professional Cleaner** *always* complies with a reasonable request and does all that he/she can to ensure the satisfaction of the client. However, if you feel that the request requires more than the job demands, it would be better to notify the office. Remember - our aim is **100% customer satisfaction!**

A matter of **SECURITY**

When we are given keys to a secure area, make sure that we **NEVER** leave that area unlocked—not even for a minute! Once we receive a key to such an area, our company becomes responsible for that area's security. Before leaving, double check these areas and make sure the alarms are on. Try the doors to ensure that no debris is preventing proper closure. If someone else is working with you, have them verify that the area is secured properly! Being **SECURITY CONSCIOUS** will prevent losses.

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