



“We do cleaning, plus a whole lot more!”

RECOMMENDED MAINTENANCE PROGRAM

A maintenance program is essential for the longevity of anything that gets constant use and wear and tear, i.e., cars, boats, yards, even our bodies. The part that most businesses overlook is implementing a maintenance program for the surfaces (i.e., carpets and floors at work) they, their employees, and possibly their customers walk on every day.

We understand each business is different and has different traffic loads, but what should be the same is the cleanliness and appearance of your floors and carpets. Wouldn't you want your carpet looking as good as it did when it was installed 4, 5, possibly 6 years ago? Wouldn't you want your floors looking clean and shiny all the time? Damp mopping alone won't do the trick. It can be done.

It is for these reasons that we have created three (3) different programs designed for light, medium and heavy traffic businesses. Implementing any of these programs at your facility will:

- Increase the longevity of your floors and carpets
- Reduce the amount of soil and dirt that gets imbedded, leading to a cleaner indoor air quality
- Give your facility a clean and fresh look all the time

LIGHT TRAFFIC*

| VCT Floors | Ceramic Tile | Carpets |
|---|--|------------------------|
| <i>Strip & Refinishing – 1 x year</i> | <i>Tile & Grout Scrub – 1 x year</i> | <i>HWE – 1 x year</i> |
| <i>Scrub & Recoat – 1 x year</i> | | <i>LMCC – 1 x year</i> |
| <i>Floor Burnishing – 2 x year</i> | | |

MEDIUM TRAFFIC*

| VCT Floors | Ceramic Tile | Carpets |
|---|--|------------------------|
| <i>Strip & Refinishing – 1 x year</i> | <i>Tile & Grout Scrub – 2 x year</i> | <i>HWE – 1 x year</i> |
| <i>Scrub & Recoat – 1 x year</i> | | <i>LMCC – 2 x year</i> |
| <i>Floor Burnishing – Quarterly</i> | | |

HEAVY TRAFFIC*

| VCT Floors | Ceramic Tile | Carpets |
|--|---|------------------------|
| <i>Strip & Refinishing – 1 x year</i> | <i>Tile & Grout Scrub – Quarterly</i> | <i>HWE – 1 x year</i> |
| <i>Scrub & Recoat – 1 x year or 2 x year</i> | | <i>LMCC – 3 x year</i> |
| <i>Floor Burnishing – 6 x year or Quarterly</i> | | |

*These different programs are suggestions to enhance the appearance of your facility while at the same time protecting your investment, i.e. flooring and carpet. Here at ICS we can add on or take away any service and truly customize your maintenance program to fit your facilities needs and most importantly, budget.

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Innovative Cleaning Services, Inc. (ICS)

TERMS

Strip & Refinishing – This process removes all old wax from the floor and gets it down to the bare VCT and several coats of floor finish are applied to bring back the shine on the floor.

Scrub & Recoat – A “top scrub” process that removes the top layer of floor finish and dirt along with some scratches that may be on the floor. Afterwards a few coats of floor finish are applied to the floor.

High Speed Burnishing – After removing the soil from the floor and thoroughly damp mopping the floor, a high speed machine is passed over the surface to restore and bounce back the shine on your floor.

Hot Water Extraction (HWE) – This is a process that is done to heavily soiled carpets and as the term indicates, we apply hot water to the carpet to break down heavy soil and/or spots while extracting it at the same time.

Low Moisture Carpet Cleaning (LMCC) – In this process we use a machine that pile lifts the carpet, which removes the soil while at the same time we spray a fine mist of solution to the carpet to assist in the cleaning of it. This process leaves your carpet dry within the hour! This can be used as an interim process and if done often enough, the Hot Water Extraction process, may not even be needed.

TIPS FOR BUSINESS OWNERS AND/OR FACILITIES MANAGERS:

- ✓ Place mats or runners on the inside and outside of all entryways. On main entrances, place runners that are at least 8-12 feet long. This will minimize the amount of soil that enters your building.
- ✓ Place mats or runners in front of sinks, coffee stations and water fountains. Liquids such as coffee, soda, juice, milk, etc., can stain carpet and/or eat away the floor finish.
- ✓ Place mats or runners where there are chairs with wheels. Any dirt or sand on shoes will be grinded in carpet and/or floor as a person rolls on the chair.