



START EVERY DAY CLEAN

Assett Commercial Services

assettservices.com

For Town Of Danville 12/10/2025
49 North Wayne Street, Danville, Indianapolis ,
46122

TOWN OF DANVILLE

Assett Commercial Services provides cleaning services for office and industrial buildings. It is our hope that when you consider contracting these services for your facility, you will have at hand this brief introduction to our company— Assett Commercial Services was founded to deliver superior quality and was soon distinguished for its technology based quality control system and management practices. Primarily by referral, our client list has grown to include major offices and industrial buildings. More importantly, it still includes many of our original clients.

WE OFFER

CUSTOMER SERVICE.

Regular on site quality control is designed to anticipate the client's needs; and a call from a client at any time of the day or night will be answered by immediate action to correct a problem or fulfill a special request.

CONSISTENT QUALITY.

Consistency and Quality are the pillars of our service standards. We hold ourselves accountable by performing thorough and Routine Quality Control Inspections.

EXPERIENCE.

Over the years we worked hard at not just solving existing problems for our clients, but we've learned how to predict and prevent most recurring challenges as well.

RESOURCES.

Since we serve facilities and buildings just like yours throughout the area, we have the equipment and personnel ready to deal with any contingency and provide continuity of service.

HERE TO SERVE YOU,

Aaron Johnson

Owner/CEO

Assett Commercial Services

317-413-1288



Client Details				
CLIENT NAME: Town of Danville	FACILITY ADDRESS: 49 North Wayne St. Danville, IN 46122			
Scope of Services				
SERVICE COMPENSATION: \$2,145.00 / Month				
SERVICE FREQUENCY: 3 days per week	DAYS OF SERVICE: Mon, Wed, Friday	TIME OF SERVICE: 5pm		
SERVICE SUPPORT INCLUDES				
<ul style="list-style-type: none">- Initial Reset Cleaning (deep cleaning at start of service)- Ongoing Task Verification- Onsite Communication Log- Uniformed Cleaning Staff- Location Specific Training Program- Daily Quality Checks- Intensive Monthly Inspections- ACS Management Meets with Designated Facility Management every Quarter- 24/7 Quick Response Access to Management & Owner- Same-day Resolution Guarantee- Periodic Reporting- Supply Ordering & Coordination				
LOCATIONS & TASKS		3 TIMES / WK	WEEKLY	MONTHLY
Lobbies, Foyers, Hallways				
Empty all trash & recycling receptacles: replace liners if necessary		X		
Wipe down and sanitize counter spaces		X		
Sanitize water fountains and remove surface soils		X		
Remove visible smudges from entry glass		X		
Sweep/vacuum and mop		X		
Total sweep/vacuum and mop (including under furniture)				X
Dust furniture and windowsills				X
Total Dust (includes vents, baseboards, picture frames, blinds, find & remove cobwebs)				X
Restrooms				
Empty all trash receptacles; replace liners if necessary		X		
Restock consumables: paper towels, bathroom tissue, and hand soap		X		
Sanitize and clean counters and fixtures (sinks, toilets, urinals, etc.)		X		
Sanitize and clean fittings (faucets, handles, etc.)		X		
Mirrors: remove visible water marks and smudges		X		
Light dust (partitions, dispensers, remove cobwebs, etc.)		X		
Sweep and mop		X		
Total sweep and mop (under furniture, behind toilets and sinks, etc.)				X
Total Dust (includes vents, baseboards, picture frames, blinds, find & remove cobwebs)				X
Offices & Administration Areas				
Empty all trash & recycling receptacles: replace liners if necessary.		X		
Desks: remove light loose debris from clear areas		X		
Spot sweep/vacuum		X		
Total sweep/vacuum and mop (including under desks and chairs)				X
Light dust (clear areas on desks, shelving, windowsills, etc.)				X
Total Dust (includes vents, baseboards, picture frames, blinds, find & remove cobwebs)				X
Kitchen/Break Areas				
Empty all trash & recycling receptacles: replace liners if necessary		X		
Restock consumables: paper towels and hand soap		X		
Wipe down tables and counters		X		
Sanitize and clean sinks and sink fixtures to remove surface stains and smudges		X		
Total sweep and mop (including under chairs and tables)		X		
Total Dust (includes vents, baseboards, picture frames, blinds, find & remove cobwebs)				Monthly
Janitorial Storage & Supplies				

Remove all trash & recycling	X		
Ensure all cleaning containers comply with OSHA labeling regulations (fix any with worn labels)	X		
Ensure storage areas meet safety compliance (no supplies stacked within 18" of ceiling, no equipment or materials stored in the service sink)	X		
Review inventory and order necessary stock			X
Clean service sink			X
Complete clean Janitorial Storage area (move equipment/supplies for total dust, sweep, and mop)			X
Maintain current SDS packet			Quarterly
Special Notes <ul style="list-style-type: none"> - ACS provides the necessary cleaning solutions and equipment for proper fulfillment of the scope. - Customer provides all consumable items (soap, paper products, trash liners, etc.) and ACS will restock as needed. - Daily tasks will be completed every day that a cleaning occurs. Weekly and monthly tasks will be completed on a rotational basis. 			