

June 7, 2023

To: Town Hall Commissioner

Re: Town Hall regular cleaning

From: Rachel New, Fairview Property Management

Dear Ramon,

Please see the proposal below regarding the cleaning options for the Town Hall. This is a preliminary proposal, as more specific needs will likely develop throughout the season and expectations can be adjusted accordingly by both parties. The following can be selected individually, in combination, or as-needed upon request. This would not include snow-removal or outhouses. Let me know your thoughts.

Thank you,

Rachel

Pre-season cleaning \$450

A deep clean performed once annually in the spring at a predetermined time (i.e. before first use) This would include the entire building, being the two downstairs rooms, the upstairs auditorium and multiple dressing rooms, floor to ceiling. Floor polishing could be arranged third-party. This price could be reduced perhaps after the first year, but the initial clean will be time-consuming.

Regular monthly cleaning \$125

Regular dusting, sweeping, and critter removal each month. Reporting on any issues, concern, or needs of the building

Post-event cleaning \$200

This includes specific tasks related to large occupancy impact such as weddings, concerts, and the melodrama (unless such uses clean after themselves as per your use agreement). This task is restoring the building to it's pre-occupied deep clean state.