

AGENDA
MUSEUM COMMISSION
September 13th, 2022 6:00 PM
Harding House, 4th & Court, The Dalles
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Public comment :

Individuals wishing to address the Museum Commission on items not already listed on the Agenda may do so during the first half-hour; please wait for the current speaker to conclude and raise your hand to be recognized by the Chair for direction. Speakers are required to give their name and address. Please limit comments to five minutes, unless extended by the Chair.

CALL TO ORDER

- ROLL CALL: Elizabeth - Eric - Mike - Julie - ~~Traei~~ Dawn Paulette
- APPROVAL OF AGENDA

MEMBERS OF THE PUBLIC & COMMENTS

Mike Middleton, Wasco County Finance
Denise Dietrich-Bokum, Foundation Ex-Officio
Crystal Davis-Ross, Lead Docent

MATERIALS- (will be addressed per agenda, below)

AGENDA
JULY MINUTES (DRAFT)
FOUNDATION REPORT

9.2022 Agenda

FINANCIAL REPORTS
RESTROOM CLEANING PROPOSAL
EMBROIDERY SAMPLE

OLD BUSINESS:

- Review and approval of the Agenda (**vote**)
- July Minutes (**vote**)

NEW BUSINESS:

- Foundation Report (Denise)
- Financial reports (Mike Middleton)
- Restroom cleaning proposal (**attached-** Elizabeth)
- Embroidery for shirts (Paulette)
- “Friendships” handled by who?
- Planning session for late October- Dawn to coordinate
- Volunteer crew to clean out under the barn (Crystal)
- Movement of the Shackelford furniture and the Sorosis exhibit (Crystal and Paulette) - map storage, deed display. Foundation to fundraise?

NEXT MEETING: October 11th, 2022



Commission Meeting – September 13, 2022
Meeting Minutes

Commissioners Present: Elizabeth Wallis, Julie Reynolds, Eric Gleason, Dawn Rasmussen, Paulette Brook,
Excused: Traci Griffiths, Crystal Davis-Ross, Mike Wacker
Members of the Public: Mike Middleton (Wasco County Finance), Denise Dietrich-Bokum (Foundation Ex-Officio)

The meeting was called to order at 6:05pm by Chair Elizabeth Wallis.

3. NEW BUSINESS

A. Review and Approval of Agenda

Eric made the motion to approve agenda as presented; Paulette seconded. The motion passed unanimously to accept the meeting agenda.

B. Approval of July 2022 Minutes

It was noted that Linda Wilcox needs to be corrected to reflect Lynn Wilcox in the minutes. Eric made motion to approve minutes as amended, with Julie seconding. The motion passed unanimously to approve the minutes and post them on the Museum website.

C. Foundation Report

Denise reported there was a meeting in July and there hasn't been a lot activity since everyone is away. No financial or fundraising activity to report. Volunteer hours for museum support during July and Aug were 5.0 with an estimated value of \$100 (5 x \$20).

Members agreed with Elizabeth's suggestion to update the Foundation page on the Museum website. Ready to launch one and 2 others are on the way. They also discussed fundraising, donations, marketing, and grants in general, but recognized that we need guidance from the Museum Commission about where they to go from there. Denise mentioned that the Foundation would like to request one or more members be involved in the Museum's strategic planning process discussion. Thanks to Mike Middleton's explanation of the revenue stream details, the Foundation now has a better understanding of the Museum's finances and challenges, especially where the gaps are. She also mentioned on-going education, and there will be changes in key liaisons (Phil Brady replacing Kathy Schwartz at county commissioner level), and Matthew Klebes has moved from the County to the city manager role. The next meeting is in a couple of weeks.

Elizabeth asked about the foundation's interest in the marketing person. Denise clarified the Foundation was interested in marketing for fundraising so people are aware of who they are and what they do.

Elizabeth mentioned that Phillip Mascher, and Denise remarked that he has been super involved in WallDogs MuralFest, and also The Dalles Art Center. He may be someone that Denise reaches out to. Elizabeth knows him as well – he might be able to crunch metrics to track marketing effectiveness. Eric said he thinks he might live in an old port building (the old tannery?) that was remodeled. We need to find people who are interested in working with a small, local entity that fits with their schedules.

D. Financial Report

Mike Middleton reported that this is the 2nd fiscal month of the 2023 fiscal year and the straight-line budget execution is 16.7%. Total resources (revenues) are \$1,014 greater than last fiscal year at this time. Primary revenues

(not including memberships) are all well above the straight-line execution rate of 16.7%. Admissions are up 92% over last FY at this time, with a budget execution of 38%. Operating revenues are executing at 33% overall – pretty good for just being 2 months in to the new fiscal year... and being just a few months before winter and the end of the season. The beginning fund balance revenues should be on target with no anticipated changes and looks really solid. We finished ahead for last year so we are in good shape. Beginning fund balance shows an increase of \$32,233, and interest rates are increasing, so that is good for us. Wasco County transfers are not in yet but will be recorded in September at 100%. The City of The Dalles has made all payments and are on schedule. Memberships are low, perhaps more than expected. On the expense side, personnel costs are executing at 7% due to staffing. Operational costs are executing at 6% vs the straight-line rate of 16.7%, so the Museum is well within budget expectations. Mike reiterated that there are no concerns in capital or contingency as we have \$18,000 budgeted in capital (building improvements) to specifically utilize the Martin donation restricted funds. The prior fiscal year is in the closing process – there may be additional invoices billed to this fund but are expected to be minimal. In summary: The Museum has finished the year strong with a strong start to the new fiscal year.

Elizabeth asked about why we still have a copier listed for FY2023. Mike reported that we do have a budgeted amount in the budget column for us to decide.

Denise asked if we were current with the ship billings, and Elizabeth affirmed that we are, despite it taking 6 weeks to get payment processed. The ships have been billed through end of August. We can still expect some fairly hefty checks coming in during October.

Denise asked about the personnel budget which was put together in February - was it at Cal's salary? Mike reiterated that it was included in the projected budget is a guideline to manage the operating costs. If we are over in one area and under in another, you can balance it out as long as we can track it.

Julie asked about the July minutes which had mentioned Elizabeth was going to go back and revisit cruise line money that hadn't come in yet at that point. Elizabeth had revisited the outstanding invoices and they have now been submitted in a proper format. All of the cruise ship invoices have been submitted through the end of August.

E. Restroom Cleaning Proposal

Elizabeth has been working with Robert at the County who has a cleaning crew that would be willing to come up on Wed afternoons and clean the Museum restrooms. Currently it is being done by volunteers, which is not acceptable. Robert indicated that they would suspend service over the winter closure and put that as a credit toward the next season for when we reopen in March. Because we can lock the museum and the restrooms are separately accessible, that would allow for the cleaning services to come in without having to open up the museum or create a security risk. This would be \$250/month for 2 people. Cal had previously done it, and Cody (volunteer) took it on after he left. We are averaging 350 people coming through / week. Once a week should be enough. Denise mentioned the trash is problematic; Elizabeth said Crystal and the volunteers try to stay on top of that.

Elizabeth asked about purchasing supplies; Dawn warned the group to watch the contract carefully, and ensure that there is only 1 person on our end with whom the vendor works – no other volunteers, board members, or staff should be allowed to "okay" any additional products or services as there is quite often scope creep which results in a lot of surprise costs. She also mentioned that supplies are often highly marked up, so we should purchase the supplies ourselves.

Elizabeth made the motion to approve the contract; Dawn seconded. The motion passed unanimously.

F. Embroidery Sample

Paulette has a non-commercial embroidery sewing machine and can put logo on shirts, which won't degrade like printed ones. An image of the embroidery was included as an attachment in the meeting announcement email sent to the commission. Julie asked how the design would come out after being washed, and Paulette said it would be fine.

Paulette took the logo design off a note card in one of the desk drawers and tried to see if it worked, which it did. She never heard back from the person who created the drawing despite asking permission to use it.

Elizabeth said it would be great if we could sell these to volunteers. Dawn indicated she thought this should not be sold to volunteers; we should give it to them as a recognition item. Julie agreed. Regarding costs, Paulette reported that she got the shirt for \$3 that she then embroidered. The costs are fairly minimal, and they are good enough quality. Dawn asked how many T-shirts we would need; the estimate came in at about 10 volunteers. In terms of

process, Paulette has to babysit the machine while it is doing the work but she did say the number would be doable. Elizabeth said she had previously prompted Crystal to think ahead about the volunteer party in December; she then asked Paulette if we could get the sizes and colors from the volunteers, we could give the stitched t-shirts at the party. Paulette said she didn't think that hitting that deadline would be a problem. Eric said he could check with Paula (design artist) to get her approval for using the design.

G. Friendships handled by whom?

Currently we have checks coming into the museum as donations; previously we would make copies of the check and envelopes, and that would be passed to someone to be entered into Past Perfect. Then an acknowledgement is sent out. We have two financial pieces that need to be handled – one is those donations. Denise and Crystal met to discuss that and the thank you card. Then we have our friendships / memberships.

The commission asked that Crystal handle thank you cards for friendships, memberships, and donations, and entering it into Past Perfect. Past Perfect is difficult, and Crystal is trying to learn it. Denise said that every time you think you know the program, then something comes up that no one knows how to handle.

Julie pointed out that sometimes we don't get a specification on the money being donated. We need to clarify this, and she wants to pass that off to Crystal. It should be noted that not everyone fills out the form before sending it in.

We need to start thinking about the membership drive over the winter, and who is doing it – Museum or the Foundation? Denise pointed out that memberships fall under the Museum. Julie reminded the group about a previous discussion about whether donors should expect to get a membership card sent out to them, along with the receipt. Denise said there was a problem printing out the friendship file / membership cards, so this did not happen. Julie also wanted to find out if we are going to count donations as memberships, because memberships are low. There needs to be some rules on this, and Denise asked about the process when the check comes in, and that is also still not very clear. Crystal indicated to Elizabeth that she does not feel comfortable writing the form letter for the thank yous – Denise said she can create it, and then Crystal can generate / personalize them from there.

Paulette and Julie both noted discrepancies between dollar amounts and the intended fees, which needs to be cleaned up in Past Perfect. Elizabeth will work with Denise to untangle this mess. Denise also mentioned that the fees were raised recently, so that has changed things, and people also weren't sending any of the accompanying paperwork to let the Museum know what they were paying for.

We may need to upgrade our account with Past Perfect, and Paulette will look into to see if this is necessary. Mike said we could upgrade, and Elizabeth can check with county IT about getting that to happen.

H. Planning session for Late October

This will take place at Harding House, and Dawn will coordinate with the Commission on getting a date set up, and provide either virtual or in-person options. Commissioners and Denise as ex-officio will be invited.

I. Volunteer to clean out under the barn (Crystal)

We have a new volunteer (Dustin) who works out at the wind turbines is bringing co-workers to help move furniture out from under barn to determine which items are accessioned or not. There are some big pieces involved. At the very least, we will have 2 piles that are separated out.

Paulette said someone is going to have to be there with a remote desktop to determine if each item is in the database (or not); she reminded the group that she is out of the office until October. This would be after the Museum closes for the season on November 13th (Sunday). We could get some canopies set up to help protect items during this project if the weather is bad. Paulette said we will need to decide what we are going to do with the non-accessioned items – do we retain them or liquidate? It was also mentioned that this is not the best time of the year to take on this project due to the weather, which makes logistics challenging due to weather. Julie mentioned that she had attended the volunteer meeting (and Denise as well); one of the things that came up was the number of items we have (duplicates of same item) – perhaps we could have an auction if we can de-accessioned them – or could volunteers offer to purchase items that they liked?

Eric indicated that there is a de-accession policy that hasn't been updated since 2013. Elizabeth indicated that there is a question of whether or not winter is the best time to do this, and whether we have a place to put stuff we want to get rid of stuff, how to deaccession, and the legalities / policies of getting rid of those items (which technically belong to the county).

It was mentioned that we might be able to separate items using the opposite side of the barn to create two different piles. Paulette emphasized that we need to make sure we are logical about this process.

Eric asked whether there is a list of accessioned items in Past Perfect that could be sorted by storage location. But some of this hasn't been recorded into the database. There isn't even a category for barn basement right now- with no location or tagging registered anywhere. The pieces are large and the numbering is inconsistently located on each item. Underneath the barn is very dark and dusty – we definitely will need to be able to see the items in daylight, and have 2 people reviewing each item.

It was suggested that we could do some preliminary work ahead of time and find out what is accessible and small that could be moved out from under the barn, without moving the big items This could free up the space. Elizabeth indicated that we do need to revisit the deaccessioning protocols to make sure they are appropriate, especially to reflect the time period targeted for displays that were determined back when the Museum just got started. Denise mentioned dates 1805-1910? Or the 20s or 30s? that were seen somewhere. But not sure if there is anything set in concrete.

Elizabeth proposed that Paulette go under the barn and use the other side to put the smaller items (easier to grasp and pull) – then schedule the helpers in the first weekend in November when the weather is still holding, and before the holidays. Then we can divide the basement in accessioned and non-accessioned.

If Paulette wants a commissions collection committee, we can start from the minutes of the Sorosis Club to focus on cleaning up Past Perfect. Eric mentioned that the new mission statement should drive what should be accessioned and what is germane to the Museum.

J. Moving Shackelford furniture and the Sorosis exhibit (Crystal and Paulette) map storage, deed display. Foundation to fundraise?

Elizabeth mentioned hearing a conversation from volunteers that has gained support to move large piece of furniture in kitchen which currently houses a display on Sorosis and move it. Crystal thinks this could fit in the parlor. This space then could be used to display the new land deed we just received, as well as maps of the fort and grounds. Elizabeth said a topo map display case could be something that the Foundation could purchase. Elizabeth said we can circle back to this discussion point next meeting.

K. Updated mission statement

Paulette wanted the mission statement- Elizabeth read off the mission statement which is on the shared drive under the 2019 Bylaws.

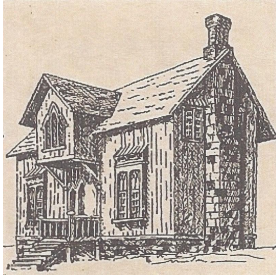
The next meeting is scheduled for October 11, 2022 at 6pm.

5. MEETING ADJOURNMENT

The meeting was adjourned at 7:15 pm.

Respectfully submitted,
Dawn Rasmussen
Fort Dalles Museum Board Secretary
September 13, 2022

Minutes accepted and approved at October 11th Commission meeting. ~Elizabeth Wallis, Commission President



**Fort Dalles Museum and Anderson
Homestead Foundation**

PO Box 591
The Dalles, OR 97058

FDMAH Monthly Report
August 2022

Fundraising/Projects

No recent activity.

Financial/Grants

No new activity regarding grants.

Volunteer

Volunteer Hours (Museum support) for July & Aug were 5.0, est value (5 x \$20) \$100.

PR/Marketing/Promotion

No new activity.

Other

During July's meeting the following items were reviewed/discussed:

- Members agreed with Elizabeth's suggestion to update the Foundation page on the Museum website. Date TBD.
- Discussion of fundraising, donations, marketing and grants but recognized that we need guidance from the Museum Commission. Request that we (or some members) be part of the Museum's strategic planning process at some time.
- Discussed the Museum's revenue streams (thanks to Mike Middleton's explanation) so that members have a better understanding of the Museum's finances and challenges.
- Change in key liaisons, Phil Brady replacing Kathy Schwartz at County level, and Matthew Klebes move to City Manager.

Next meeting is on Sept 26.

Submitted,
Denise Dietrich-Bokum
09/11/2022

Notes for Museum Financial Statements as of August 31st, 2022

These amounts are pre-audit and closing processes are still occurring. The amounts are subject to change. This is the 2nd fiscal month of the 2023 fiscal year – as such, the straight-line budget execution is 16.7%.

Revenues:

- Total Resources (Revenues) are \$1,014 greater than last fiscal year at this time
 - Primary revenues – not including Memberships are all well above the straight-line execution rate of 16.7%
 - Admissions are up 92% over last FY at this time with a budget execution of 38%
 - Operating revenues are executing at 33% overall
- Beginning fund balance revenues are still being reviewed – no changes are expected
 - Beginning Fund balance shows a increased \$32,233
- Interest is up as rates are now increasing
- Wasco County transfers are not in yet but will be recorded in September at 100%
- The Dalles has make all payments
- Memberships are low, perhaps more than expected

Expenses:

- Personnel costs are executing at 7% due to staffing
- Operational costs are executing at 6% vs the straight-line rate of 16.7% so the Museum is well within budget expectations.
- No concerns in Capital or Contingency
- The \$18K in Capital – Building Improvements was included in the budget to specifically utilize the Martin Donation restricted funds
- The prior fiscal year is in the closing process – there may be additional invoices billed to this fund but are expected to be minimal

Summary:

The Museum has finished the year strong with a strong start to the new fiscal year.

August 2022 Museum Financial Report

		FY23		FY23		FY23 %	FY23 -	FY23 /
		Budget	FY23 Actual	FY22 Actual	Actual - Budget	Budget	FY22	FY22 %
Revenues:								
Nonoperation Revenues								
Beginning Fund Balance	400000	90,011	114,894	82,661	24,883	128%	32,233	139%
Restricted Fund Balance	400100	144,374	144,374	144,374	-	100%	-	8%
Interest	417100	1,500	653	216	(847)	44%	437	302%
Transfer General	451010	17,500	-	17,500	(17,500)	0%	(17,500)	0%
Transfer Economic Develop	452080	5,000	-	5,000	(5,000)	0%	(5,000)	0%
Transfer Capital Fund	453260	-	-	12,500	-	#DIV/0!	(12,500)	0%
The Dalles	412175	22,500	3,750	3,750	(18,750)	17%	-	100%
Total Nonoperational		280,885	263,671	266,001	(17,214)	94%	(2,331)	99%
Operating Revenue								
Admissions	411150	25,000	9,460	4,936	(15,540)	38%	4,524	92%
Memberships	411345	3,000	25	100	(2,975)	1%	(75)	-75%
Merchandise	411220	2,000	414	1	(1,586)	21%	413	32240%
Donations	419100	2,500	713	2,231	(1,787)	29%	(1,518)	-68%
Total Operational		32,500	10,612	7,268	(21,888)	33%	3,344	146%
Total Revenues		313,385	274,283	273,270	(39,102)	88%	1,014	100%
Expense:								
Operational								
Personnel	51	56,137	4,104	8,141	(52,033)	7%	(4,037)	-50%
Advertising & Promotion	521100	5,000	-	-	(5,000)	0%	-	0%
Postage	521125	500	-	-	(500)	0%	-	0%
Contracted Services	521500	30,000	1,785	-	(28,216)	6%	1,785	0%
Telephone	522100	1,400	233	127	(1,167)	17%	106	83%
Utilities	522115	7,000	932	475	(6,068)	13%	458	96%
Meals, Lodging & Registration	523500	1,000	-	-	(1,000)	0%	-	0%
R&M Equipment	525115	500	-	200	(500)	0%	(200)	-100%
R&M Buildings	525130	5,000	-	1,950	(5,000)	0%	(1,950)	-100%
R&M Grounds	525145	5,000	-	496	(5,000)	0%	(496)	-100%
Supplies	526100	4,500	350	100	(4,150)	8%	250	252%
Books	526190	-	-	515	-	#DIV/0!	(515)	-100%
Equipment-Copier	527125	1,032	-	68	(1,032)	0%	(68)	-100%
Total Operational		117,069	7,404	12,072	(109,665)	6%	(4,668)	-39%
Capital								
Building Improvements	533105	18,000	-	-	(18,000)	0%	-	0%
		18,000	-	-	(18,000)	0%	-	0%
Contingency								
Contingency	570000	178,316	-	-	(178,316)	0%	-	0%
		178,316	-	-	(178,316)	0%	-	0%
Gain/(Loss)		-	266,879	261,198	266,879		5,681	2%

CLEANNET CLEANING SERVICE AGREEMENT

This is a cleaning agreement by and between **TSN, Inc. d/b/a CleanNet of the Northwest (CleanNet)** and **Wasco County-Fort Dalles Museum (Customer)** located at: **500 West 15th and, Garrison Street, The Dalles, OR 97058**. In this Agreement, "CleanNet" also means the independent franchise operator providing services hereunder.

CleanNet will provide janitorial services to Customer per the attached proposal and per the following terms:

I. SERVICE CHARGE: CleanNet's monthly service charge will be **\$250.00** for cleaning services per the attached specifications, plus any additional fees for paper products as indicated below plus the applicable taxes. In the event of an increase in the applicable minimum or prevailing wage, an adjustment or increases to the Service Charge would be negotiable and have to be mutually agreed to by Customer, CleanNet, and Franchisee in writing and signed by all parties.

II. CHEMICALS & EQUIPMENT: CleanNet will provide all equipment and OSHA approved cleaning chemicals to clean the premises per attached specifications.

III. OPTIONS FOR PAPER PRODUCTS:

- Option 1:** CleanNet can provide and include for the facility hand towels, trash liners, toilet paper and hand soap on a monthly basis for an additional cost of **\$N/A** per month. **OR**
- Option 2:** CleanNet can provide the hand towels, trash liners, toilet paper and hand soap to the facility and bill the facility per their use. **OR**
- Option 3:** Customer provides its own hand towels, trash liners, toilet paper and hand soap, for restocking.

Paper product invoices may be assessed after 90 days and the price may be adjusted accordingly, as agreed upon by both parties.

IV. FREQUENCY OF SERVICE: CleanNet's services are to be performed on a **1 time per week basis**, excluding six holidays recognized by CleanNet: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Service days are: WED

Covered areas: Unisex Restrooms (2).

V. SPECIAL SERVICES: In addition to regular janitorial services, CleanNet upon notification by your company agrees to provide the following additional services to your premises at an additional cost of: Stripping and Waxing of floors: **\$0.44** per/sq. foot strip and wax as needed (not included in monthly service charge). Carpet Cleaning is: **\$0.25** per/sq. foot extraction method as needed (not included in monthly service charge). Minimum charge for any of the above services will be two hundred fifty dollars (\$250).

VI. PERFORMANCE: CleanNet will assign the janitorial services duties under this Agreement to an authorized, trained, insured and bonded CleanNet USA™ franchisee. The franchisee shall thereafter have the rights and obligations of a party to this Agreement. The Customer may make a written request for a change of franchisee for poor service or breach by the franchisee of any term of this Agreement.

CLEANNET CLEANING SERVICE AGREEMENT

VII. DURATION OF AGREEMENT: This Agreement and all service charges stated in this Agreement are valid for three years and will be automatically extended and renewed every three years thereafter on the anniversary date based on same terms and conditions, unless one of the parties gives written notice of termination at least thirty (30) days prior to such anniversary date. If termination notice is given timely, this Agreement will expire at midnight of anniversary date. Otherwise, this Agreement may only be terminated for non-performance as set out in section VIII below. Should changes occur in the work schedule, frequency of service and occupied square footage of premises, then the monthly service charge will be adjusted accordingly. However, any adjustment to this contract would have to be mutually agreed to by your company and CleanNet in writing and signed by both parties. CleanNet will bill its service charge on a monthly basis. Customer agrees to pay CleanNet the total amount due under the terms of this Agreement at the end of the month (Due Date) for that month (by way of example, for services performed during the month of March, payment is due on or before March 31). Customer also agrees to pay any sales or use tax levied by any taxing authority on the value of services provided or supplies purchased. Payments not received within thirty (30) days past the Due Date are considered late. Interest on late payments will accrue at a rate of 1.5% monthly.

In the event of default on payments, Customer agrees to pay CleanNet's reasonable attorney fees and collection costs. Jurisdiction and venue for any action under this Agreement shall be in the state and county where CleanNet's office is located.

VIII. TERMINATION/CONTRACT: In the event CleanNet does not perform the services in a satisfactory manner, Customer shall give verbal and written notification giving details of the performance deficiency. CleanNet shall have thirty (30) days after receipt of such notice to cure the deficiency, and Customer and CleanNet shall meet on location to determine whether cure has been effected. If CleanNet has not cured the deficiency within the thirty (30) days (default period), then Customer shall have the right to terminate this Agreement by giving CleanNet thirty (30) days' written notice from the end of the default period. CleanNet reserves the right to terminate this Agreement upon thirty (30) days' prior written notice, with or without cause, or immediately for non-payment by Customer.

IX. PERSONNEL: Customer agrees that during term of this Agreement and for ninety (90) days thereafter, Customer will not employ, or permit to be employed, any person who has performed services under this Agreement at Customer's location, including specifically any employees of the CleanNet franchisee performing services hereunder.

WE AGREE TO THE TERMS OF THIS AGREEMENT

Company: Wasco County

Signed by: _____
Robert Hughes, Facilities Manager, (541) 993-7228,
Roberth@co.wasco.or.us

Date Signed: _____

Start Date: _____

TSN, Inc. D/B/A CleanNet of the Northwest

Signed by: _____
Paul Nikpour, Executive VP, (503) 780-8099,
pnikpour@cleannetusa.com

Date Signed: _____

Fax: (503) 336-0094

CLEANING SPECIFICATIONS FOR:

I. UNISEX RESTROOMS (2)

EACH VISIT

- Prop open door and put-up wet floor sign
- Remove trash and replace plastic liner
- Remove finger prints from walls, doors, and light switch
- Clean bowl, basin and seat
- Wipe clean or scrub around drain inside the sinks
- Wipe clean fixture, dispensers, and mirrors
- Wipe clean inside hand towel dispenser (Monthly)
- Refill soap, hand towel, tissue, and napkin dispensers
- Damp wipe and clean walls up to 6 feet high (Monthly)
- Clean wall behind toilet
- Dust mop and damp mop floor with registered germicide
- Wipe clean waste can inside & out (Monthly)
- Wipe clean kick plates on doors where applicable (Monthly)



500 West 15th and, Garrison Street,
The Dalles, OR 97058



COMMENTS

Cleaning Specifications of Particular Interest to Client
Include the Following:

Areas To Be Serviced:

Unisex Restrooms (2).

Initial _____

Signature _____