



[OFFICE/ORIENTATION] Re-Stocking Cleaning Supplies Guidelines

(Quantity/Reimbursement Caps)

You will receive all of the below noted items at the time of hire. However, you will need to restock these items. The following guidelines apply to supply restocking: The following items can be ordered via email (by 7am on Monday) by emailing DOUG at doug@greencleaningseattle.com OR you can purchase some of the following items (and turn in the receipt with your invoice/payment) for reimbursement:

BioKleen All Purpose Cleaner Concentrate 32oz [up to 1 bottle of BioKleen per week can be requested if you are working up to 20hrs per week / up to 2 bottles per week can be requested if you are working over 20hrs per week | or | we reimburse \$5 bottle per week]. YOU CAN REFILL YOUR BOKLEEN IN THE OFFICE RESTROOM UPSTAIRS

Ecover Floor Cleaner 32oz [up to 1 bottle of Ecover per week can be requested if you are working up to 25hrs per week / up to 2 bottles per week can be requested if you are working over 25hrs per week | or | we reimburse \$5 bottle per week]

BonAmi Powder Cleanser 16oz [up to 1 can of Bon Ami can be requested every week if you are working up to 30hrs per week / up to 1 bottle every other week can be requested if you are working under 30hrs per week | or | we reimburse \$1.65 per can per week]

GCS Window Cleaner [Vinegar/Water Solution] [you can refill your spray bottle as-needed at our GCS office - dispenser is in restroom]

Earth-Friendly Stainless Steel Polish [up to one 8oz bottle refill per month; this product is ONLY TO BE USED ON THE EXTERIOR OF STAINLESS STEEL FRIDGES, STOVES AND DISHWASHERS]. You will retrieve this product by coming into our main office room and exchanging your empty bottle for a full bottle

100% Natural Essential Oils [up to 1oz refilled per TWO weeks | or | we reimburse up to \$5 per 1oz on rosemary/lavender/tea tree/lemon only - note: read the bottle size]. You will retrieve this product by coming into our main office room and exchanging your empty bottle for a full bottle

Eco-Safe Hand-Sanitizer [up to 1 bottle per week | or | we reimburse up to \$2 per bottle per 2 weeks]

Re-Usable Towels Bag [1 bag up to every 3 months can be requested | or | we reimburse \$5 per 3 months]

Disposable Gloves [1 box of 100 up to every 2 weeks can be requested; we don't reimburse for this item]

Filtrete brand Vacuum Bags [1 box of 4bags/2filters up to every FOUR weeks can be requested if you are working up to 30hrs per week / 1 box of 5bags/2filters up to every TWO weeks if you are working over 30hrs per week | or | we reimburse \$10 per month]

Twist-Wring Mop [1 mop up to every 2 months can be requested | or | we reimburse \$11 per full mop or \$6 per mop head replacement up to every 2 months]

Broom [1 broom up to every 4 months can be requested | or | we reimburse \$15 per 4 months]

Bucket [1 bucket up to every 6 months can be requested | or | we reimburse \$5 per bucket per 6 months]

Extra Spray Bottle [1 bottle up to every 2 months can be requested | or | we reimburse \$5 per 2 months]

Grout/Scrub Brush [1 brush up to every 3 months can be requested | or | we reimburse \$3 per 3 months]

First Aid Kit [1 kit up to every 3 months can be requested | or | we reimburse \$5 per 3 months]

Plastic Cup [we have lots of them - request as-needed]

Cotton Cleaning Towels [we give 70-80 at the time of hire] - we can wash these for you each week however you need to turn the dirties | or | we reimburse \$5/10+pk per month

Microfiber Cleaning Towels [we give 10 at hire] - we can wash these for you each week however you need to turn the dirties | or | we reimburse \$5/10+pk per month

Scrub Sponges/Scour Pads - Non-Scratch/All Purpose Only [up to 4 every other week can be requested if working up to 20hrs per week / up to 3 every week can be requested if working over 20hrs per week | or | we reimburse \$3 for 3pack every week]

Diaper Bag [this should not need to be replaced; do not put in the dryer!]

Fanny Pack [this should not need to be replaced; do not put in the dryer! Let us know if yours breaks; we can exchange them for you if needed: return damaged one for new one]

Brush Attachment for the Miele [this should not need to be replaced; please do not lose it; let us know if you lose one]
Miele Olympus: Canister Vacuum [this should not need to be replaced; let us know if yours breaks or if you are having problems with your vacuum; check your vacuum frequently to prevent clogs/motor damage]

GCS Staff Shirts [1 extra shirt up to every 6 months can be requested; you're given two at the time of hire]

We don't reimburse for these items, but we do suggest them. And sometimes we have them in stock, so you can try to order them on the Supply Line if you like:

Dustpan (optional)

Squeegie (optional)

Reusable Gloves (optional)

Paper towels (optional)

We don't ever have these in stock, but we highly recommend one! You can pick up at Lowes/Home Depot/Fred Meyers, etc:

Rubbermaid Roughneck Clear 50 QT Storage Container - keep your back stock of supplies organized! (optional)



ROUGHNECK

You're REQUIRED to resupply yourself with supplies as needed! 2 options for restocking supplies:

Laundry Help: email your order to Doug and specify how many towels you're bringing back and how many you need to pick up. We offer this service for our Green Cleaners that do not have home-access to a washer and dryer. If you can't wash your dirty towels/sponges/reusable bags at home, you can order a fresh sack each week. You will need to leave us your full dirty towel sack in our hamper at the main level of our office. Your clean towels are picked up through our main office (not in the staff room) as we need to insure that you drop off your dirties before we give you cleans). Laundry Help is available for the following items: *Cotton Cleaning Towels* | *Microfiber Cleaning Towels* | *Scrub Sponges/Scour Pads - Non-Scratch/All Purpose Only* | *Re-Usable Towels Bag*

#1 Option one: email DOUG at doug@greencleaningseattle.com anytime BEFORE 7am on Monday listing what supplies you would like to pick up from our office. After 9:30am on that same Monday, you will be able to come to the office and pick up your supply bundle. Your supply bundle can be picked up anytime that entire week (after 9:30am on Monday) - *during office business hours*. Your supply bundle will be your supply order for the week and will be located on the supply shelf in the staff room upstairs or downstairs*, already prepared for you by our office staff, at our Aurora office. *Note: towels, essential oils, and stainless cleaner will be in the main office room (upstairs) for you to "check out" and window cleaner & BioKleen can be filled up manually by you on an as-needed basis

#2 Option two: You can restock your supplies on your own (you must only use and purchase the below listed products). There is a cap on reimbursements and you must also turn in your receipt(s) (when you drop off your invoice and payments). To be reimbursed, the receipts that you turn in must fall within the pay period dates you are being paid for. A good brand/website for ordering essential oils: NOW Foods brand at LuckyVitamin.com. A good website for ordering most other cleaning supplies: Drugstore.com. GCS also encourages shopping at your local PCC market. See the document 20 [OFFICE/ORIENTATION] *Re-Stocking Cleaning Supplies Guidelines (Quantity/Reimbursement Caps)* for more information

REMINDER: we only check the supply request emails at 7am on Mondays, therefore, if you email Doug for supplies AFTER 6am on Monday, you will not get your supplies until a week later (the following Monday). So be sure to leave your order BEFORE 6am on Monday if you need supplies that week. **DO NOT CALL IN SUPPLY ORDERS AND DO NOT EMAIL OUR MAIN EMAIL CUSTOMERSERVICE@GREENCLEANINGSEATTLE.COM FOR SUPPLY ORDERS!**